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Warren Consolidated Schools Board of Education and Warren Education Association, Michigan Education Association, National Education Association (1982)

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Warren Consolidated Schools Board of Education and Warren Education Association, Michigan Education Association, National Education Association (1982)

Keywords

collective labor agreements, collective bargaining agreements, labor contracts, labor unions, United States Department of Labor, Bureau of Labor Statistics

Comments

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AGREEMENT

between the

WARREN CONSOLIDATED SCHOOLS
BOARD OF EDUCATION

and the

WARREN EDUCATION ASSOCIATION

1981 - 1982

1982 - 1983

1983 - 1984



X 8/84

Your public schools...
There's no better place to learn.

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
I	Recognition 1
II	Effect of Agreement 3
III	Board Rights 3
IV	Definition of Responsibilities and Rights 4
V	Obligation to Meet and Confer and Other Procedures 6
VI	Grievance Procedure 7
VII	Discharge and Demotion 9
VIII	Evaluation Procedure 10
IX	Retirement 12
X	Method of Assignment and Transfer 12
XI	Student Discipline and Teacher Protection 17
XII	Schedules, Hours and Assignments 18
XIII	Class Size 22
XIV	Compensation 24
XV	Compensable Leave 29
XVI	Non-Compensable Leave 33
XVII	Military Leave 35
XVIII	Professional Qualifications 35
XIX	Sabbatical Leave 36
XX	Academic Freedom 37
XXI	Building Policy Committee 38
XXII	Layoff and Recall Procedures 38

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
XXIII Tultion Reimbursement	39
XXIV Curriculum and Materials	40
XXV Miscellaneous	42
XXVI Term of Agreement	43
Schedule A Salary and Index 1981-82, 1982-83, 1983-84	45
Schedule B Compensation for Co-Curricular Assignments	49
Schedule C Special Assignments	51
Schedule D Extra Duty	52
Schedule E Building Chairmen	52
Schedule F Mileage Expense	53
Schedule G School Calendar, 82-83	54
Schedule G School Calendar, 83-84	55
Appendix #1.....	55
Appendix #2.....	56
Appendix #3.....	56
Appendix #4.....	57

PREAMBLE

This Agreement entered into this 10th day of June 1982, is by and between the Board of Education of the Warren Consolidated Schools, Warren, Michigan hereinafter referred to as the "Board" and the Warren Education Association, hereinafter called the "Association" affiliated with the Michigan Education Association and the National Education Association.

WITNESSETH

Whereas the Board and the Association recognize and declare that providing a quality education for the children of the Warren Consolidated School District is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teachers, administrators, Board Members and non-instructional employees; and

Whereas the members of the teaching profession are particularly qualified to assist in formulating programs designed to improve education standards; and

Whereas the Board and the Association have a statutory obligation, pursuant to the Public Employment Relations Act, ACT No. 379 of the Michigan Public Acts of 1965, to bargain in good faith with respect to hours, wages, terms and conditions of employment for teachers; and

Whereas the parties have reached certain understandings which they desire to confirm in this Agreement;

It is hereby agreed as follows:

ARTICLE I RECOGNITION

Section A Bargaining Unit

The Board recognizes the Association as the exclusive bargaining representative for all members of the unit which include: All regularly employed certified teachers under contract; Special Education personnel; Counselors; Co-op Consultants; Nurses; and Consultants but excluding; Administrators, Supervisors, Clerical, day-to-day substitute teachers, Teacher Interns, and other non-instructional employees.

Section B Definition

Throughout this Agreement, the term "teacher" shall designate all members of the Bargaining Unit.

Section C Dues Deduction

1. The Board agrees that, upon receipt of a signed authorization for deduction of membership fees, regular dues and voluntary political action contributions of the Association from any teachers, the sum of said dues, fees and contributions as established by the Association will be deducted from the regular salaries of such teachers and remitted to the Association along with a letter of transmittal.

ARTICLE I RECOGNITION (continued)

Section C Dues Deduction (continued)

2. The Association shall certify to the Payroll Office in writing before September 15 of each year the current rate of its membership dues and voluntary political action contributions.
3. Authorization forms must be forwarded to the Payroll Department within thirty (30) days of the opening of school or, in the case of teachers who begin after the first day of school, within thirty (30) days of the commencement of work. Membership and dues deductions will be made in ten (10) consecutive and equal amounts and the voluntary political action contribution deductions will be made the pay period following the completion of the membership and dues deductions provided that such deductions shall not supersede any legally required deductions nor shall the Board be required to deduct dues if the teacher's pay is not sufficient to cover the dues in any pay period.

Section D Agency Shop

1. It is recognized that the proper negotiation and administration of collective bargaining agreements entail expense which is appropriately shared by all teachers who are beneficiaries of such agreements. To this end, in the event a teacher shall not join the Association and execute an authorization for dues deduction, such teacher shall, as a condition of continued employment by the Board, execute an authorization for the deduction of a sum equivalent to the dues and assessments of the Association, which sum shall be forwarded to the Association. In the event that such an authorization is not signed for a period of thirty (30) days following the commencement of employment of the teacher, the Board agrees that upon written request from the Warren Education Association, the services of such teacher shall be discontinued as of the end of the semester. Such teacher or teachers shall be notified of the termination of their services immediately upon the expiration of the thirty (30) day period heretofore mentioned.
2. However, if, at the end of the semester, the teacher or teachers receiving the termination notice shall then be engaged in pursuing any legal remedies contesting the discharge under this provision before the Michigan Tenure Commission or a court of competent jurisdiction, such teacher's services shall not be terminated until such time as such teacher or teachers have either obtained a final decision as to the validity of said discharge, or said teacher or teachers have ceased to pursue the legal remedies available to them by not making a timely appeal of any decision rendered in said matter by the Michigan Tenure Commission or a court of competent jurisdiction.
3. In any case in which a teacher or teachers contest a discharge under the provisions of the Paragraph 1, Section D, Article I, and it

ARTICLE I RECOGNITION (continued)

Section D Agency Shop (continued)

3. (continued)
is necessary for the Board to defend its position and to engage legal counsel and to incur other expenses in so doing, the Association agrees to pay the expenses so incurred by the Board.

Section E Indemnification

The Association agrees to indemnify and save the Board harmless against any and all claims, demands, costs, suits, or other forms of liability and all court, administrative agency, and legal costs which may arise out of, or by reason of, action taken by the Board for the purpose of complying with Sections C and D of this Article.

ARTICLE II EFFECT OF AGREEMENT

Section A

The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in a written and signed amendment hereto.

Section B

Should any Article, Section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said Article, Section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining Articles, Sections, and clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted Article, Section, or clause.

Section C

Any contract between the Board and an individual teacher shall be expressly subject to and consistent with the terms and conditions of this Agreement.

Section D

Any Board Policy in conflict with the terms of this collective bargaining Agreement shall be null and void.

ARTICLE III BOARD RIGHTS

The Association recognizes that the Board retains all rights and powers conferred upon it by the Constitution and laws of the State of Michigan and of the United States, including the right to manage the school system, establish curriculum content, hire, promote, transfer, assign, discharge or

ARTICLE III BOARD RIGHTS (continued)

retain teachers in positions within the system, and to determine the personnel to to operate the system, providing, however, that the exercise of these powers, rights, authority, duties and responsibilities by the Board and the adoption of such rules, regulations and policies as it may deem necessary shall be limited by the terms of the Agreement and the applicable laws of the State of Michigan or of the United States.

ARTICLE IV DEFINITION OF RESPONSIBILITIES AND RIGHTS

The parties to this Agreement acknowledge their responsibilities as set forth herein and recognize the inter-relationships and interaction of each upon the other.

Section A

1. The Board agrees that it will not directly or indirectly discourage, deprive, or coerce any teacher in the enjoyment of any rights conferred by the laws or the Constitution of the State of Michigan and the United States and that it will not discriminate against any teacher because of membership in the Association or collective negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement.
2. The Board agrees that its Rules and Regulations governing employee conduct will be reasonable and that enforcement of discipline will be fair and for just cause. The Board and the Association agree that equitable and non-discriminatory treatment shall be afforded all teachers in accordance with the Agreement.
3. The Association shall have the right to post notices of its activities and matters of Association concern on teacher bulletin boards, at least one of which shall be provided in each school building. The Association shall have the right to use the District mail services and teacher mail boxes for communications to teachers.
4. Each teacher shall have the right, upon request, to review the contents of his own personnel file and building files, excluding confidential information received prior to employment. A representative of the Association may, at the teacher's request, accompany the teacher in this review.
5. Duly authorized representatives of the Association and their respective affiliates shall have the right, upon notifying the building office, to transact official Association business on school property at all reasonable times provided that this shall not interfere with nor interrupt normal school operations. The Association may have the use of the school buildings after school hours, providing proper application is made according to the schedule of charges approved by the Board. And further provided, no Association views on matters relating to supervisor-teacher or Board-Association relationships or other school employee groups will be discussed in the presence of students.

ARTICLE IV DEFINITION OF RESPONSIBILITIES AND RIGHTS (continued)

Section A (continued)

6. Requests for classroom visitations by non-professionals shall be scheduled through the building principal. The building principal shall confer with the teacher prior to the scheduling of the request.
7. Association use of school business equipment will be permitted provided:
 - a. The request is made prior to use.
 - b. The use is strictly to service the legitimate business of the Association, such as the duplication of records, notices, correspondence, etc.
 - c. The purpose is for internal business use of the Association.
 - d. Supplies, in connection with such equipment use, will be furnished or paid for by the Association.
8. Disciplinary interviews and reprimands will be conducted in private. The administration will inform the affected teacher that he/she has the right to union representation at the disciplinary interview/reprimand and if he/she chooses to have union representation, the interview/reprimand will not take place until union representation can occur.

Section B

The Association agrees that:

1. Teacher appearance is to be in keeping with standards that do not adversely affect the educational process, and which should set a proper example for students.
2. Teachers in fulfilling their obligations to students, fellow professionals and the District should strive to act in a moral, ethical and professional manner in their dealings with people. The Board of Education and administration will do likewise in fulfilling their obligations to the community, students and teachers.
3. Teachers will be held accountable for conduct consistent with the terms of this Agreement, and the Board of Education Policy. The Board shall be responsible for seeing that the teacher's full rights of citizenship and the exercise thereof shall not be grounds for disciplinary action or discrimination against him/her, and that its policies are reasonable and lawful.
4. Teachers shall present a physician's current statement or a copy of a recent Michigan Health Department Report declaring that his/her lungs are free from tuberculosis to the Personnel Department on or before his/her first working day and once during each third school year thereafter.

ARTICLE IV DEFINITION OF RESPONSIBILITIES AND RIGHTS (continued)

Section B - continued

5. Teachers shall have all final exams for grades 9 through 12 corrected and records completed by the end of the day of the last scheduled work day.

Section C

The Board and the Association agree that:

1. There shall be no discrimination against any employee or applicant for employment by reason of race, creed, color, age, sex, marital status or national origin. In addition, the parties agree that there will be no discrimination against any parent or student by reason of physical, mental, economic, social condition or the above mentioned reasons; and that the provisions of this Agreement shall be applied in a manner which is not arbitrary, capricious, or discriminatory.
2. Membership in the Association shall be open to all teachers regardless of race, color, creed, sex, marital status, or national origin.
3. Teachers may terminate their services with the Board only by mutual consent unless written notice is received by the Board at least sixty (60) days before September 1.

The Board will employ contracted teachers for vacant positions as soon as practicable. Further, a contracted teacher will be employed as soon as practicable for a position held by a teacher who is absent where the absence is anticipated to last longer than forty-five (45) calendar days and where the absence period is anticipated to continue through the end of the current school year and where an applicant is available.

Adequate medical information regarding the absentee shall be required prior to implementing employment in the latter case.

ARTICLE V OBLIGATION TO MEET AND CONFER AND OTHER PROCEDURES

Section A

Upon written notice served on either party by the other on or before the 15th day of any month, representatives of the Board and the Association's bargaining team will meet on the last school day of that month for the purpose of reviewing problems which may arise in the working relationship between the parties. These meetings are not intended to bypass the grievance procedure. Each party will submit to the other, on or before Friday prior to the meeting, an agenda covering what they wish to discuss. The obligation to meet and confer arises only when either party requests a meeting.

ARTICLE V OBLIGATION TO MEET AND CONFER AND OTHER PROCEDURES (cont.)

Section B

All meetings between the parties will regularly be scheduled to take place as promptly as possible at times when the teachers involved are free from assigned instructional responsibilities, unless otherwise mutually agreed.

Section C

The parties agree to furnish each other such information as is reasonably accessible for the intelligent development of proposals on behalf of teachers or for the processing of any grievance or complaint or for contract negotiations.

Section D

By the Friday immediately prior to the meeting, the Superintendent will make available to the Association his proposed agenda to be considered at each public meeting of the Board of Education along with whatever reports, addenda and other information which is available at the time, and in addition, the Association shall receive the Official Board Minutes. Only matters which by their nature must be confidential shall be withheld. This shall normally be restricted to decisions regarding the acquisition of sites or individual employees. In addition, the Administration will make every effort to keep the Association informed by using the monthly meetings to discuss anticipated revision of educational, construction or fiscal problems.

ARTICLE VI GRIEVANCE PROCEDURE

Section A Definition

Any claim by the Association or a teacher that there has been a violation, misinterpretation or misapplication of the terms of the Agreement or violation of any established policy or practice affecting teacher working conditions shall be a grievance and shall be resolved through the procedures set forth herein.

Section B Time Limits

All time limits herein shall consist of school days, except that when a grievance is submitted on or after June 1, time limits shall consist of all week days so that the matter may be resolved before the close of the school term or as soon as possible thereafter. Time limits may be extended only with the written consent of the Administration and the Association. Any grievance must be initiated within twenty (20) days from the date of the incident which gave rise to the grievance.

Section C Grievance Representation

Upon selection and certification by the Association, the Board shall recognize a grievance representative in each building and an Association grievance committee of eight (8) members and the Executive Director.

ARTICLE VI GRIEVANCE PROCEDURE (continued)

Section C Grievance Representation (continued)

The Board acknowledges the right of the Association's Executive Director and/or the Board's representative to participate in the processing of a grievance at any level.

Section D Procedure

Informal Step 1: The parties acknowledge that it is most desirable for problems to be worked out at the lowest level possible and that this be done between the employee and his supervisor through free and informal communications.

When requested by either party, the building representative may intervene to assist in this resolution. However, should such informal processes fail to satisfy the supervisor and the teacher, then a grievance may be processed as follows:

Step 2. If the complaint is not resolved in the initial meeting, the employee must present the grievance in writing, within five (5) days, to the principal. A meeting will be held within ten (10) days of its submission. The Association's representative, the Board's representative, the principal and grievant shall be present for the meeting. The building principal must provide the grievant with a written answer on the grievance within two (2) days of the meeting.

Step 3. If the grievance is not satisfactorily resolved in Step 2., it must be submitted to the board's representative within fifteen (15) days of the Step 2., answer. A meeting will be held within ten (10) days of its submission. Each party shall have the right to include in its representation appropriate witnesses and needed counselors to develop facts pertinent to the grievance.

Upon conclusion of the hearing, the Board will have four (4) days in which to provide its decision in writing to the Association.

Step 4. Arbitration. If either party is not satisfied with the disposition of the grievance at Step 3., or the Step 3., time limits expire without action, then the grievance may be submitted to final and binding arbitration. If the parties are unable to agree on an arbitrator within ten (10) days of the notice of intent to arbitrate, then the dispute shall be processed under the rules of the American Arbitration Association which shall act as administrator of the proceedings. If neither party files a demand for arbitration within thirty (30) days of the date for the Board's Step 3., reply, then the grievance shall be deemed withdrawn.

The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. However, it is mutually agreed that the arbitrator is empowered to include in his award such financial reimbursements as he judges to be proper based on evidence presented thereon at the hearing. Each party shall bear

ARTICLE VI GRIEVANCE PROCEDURE (continued)

Section D Procedure (continued)

Step 4. - continued

the full costs for its side of the arbitration, and will pay one-half ($\frac{1}{2}$) of the costs for the arbitrator.

The arbitrator shall hear the grievance in dispute and shall render his decision in writing within forty-five (45) days from the date of closing of the hearing, or the filing of final briefs, whichever is later.

Section E

Provided both parties agree, Step 1., and/or Step 2., and/or Step 3., of the grievance procedure may be bypassed and the grievance brought directly to the next Step.

Section F

For the duration of this Agreement, the Association will not engage in, authorize, encourage, either directly or indirectly, any concerted interruption of educational activities due to a cessation, withdrawal or withholding of services in any manner or form, either in whole or in part by members of the bargaining unit for any reason, and no officer or representative of the Association or member of the bargaining unit shall be empowered to provoke, instigate, cause, participate in, assist, encourage, or prolong any such prohibited activity.

ARTICLE VII DISCHARGE AND DEMOTION

Discharge and demotion shall be for just cause and preceded by:

1. The faithful execution of the evaluation procedure and the honoring of all teachers' rights included in this Agreement and applicable statutes.
2. The forwarding of a written explanation for the action to the teacher and the Association.
3. A complete review of the teacher's personnel file with the teacher and his representative; and
4. If requested by the teacher, a hearing before the Board of Education.
5. A possible hearing before the Board of Education for non-probationary nurses.

In the event of serious misconduct which jeopardizes the safety, morale or educational functions of the school or school system an employee may be suspended immediately with pay pending a full investigation and implementation of this Article.

ARTICLE VIII EVALUATION PROCEDURE

Section A

The ultimate purpose of an effective program of teacher growth is to assure good teachers for children. In order to accomplish this purpose, the evaluation procedure should:

1. Provide self-improvement programs among the teaching staff.
2. Provide a continuous record of performance evaluation.
3. Provide sound data for decisions resulting in a change of status for an individual teacher.

Section B

The building supervisor and/or his assistant is responsible for written evaluations entailing all areas enumerated in the agreed to evaluation instrument of all professional employees assigned to his building. The agreed to instrument shall be the instrument used to evaluate these employees during the 1970-71 school year.

The principal and/or his assistant shall:

1. Orient all teachers with the evaluative procedures and instruments during the first five (5) weeks of their assignment to his building, and advise the employee as to which personnel shall observe and evaluate his/her performance.
2. Compile and make teachers aware of observations made from time to time prior to the formal evaluations.
3. Formally evaluate probationary teachers at least once each semester. The required evaluations shall be at least thirty (30) days apart.
4. Precede each formal evaluation by at least one (1) classroom observation of at least thirty (30) consecutive minutes or two (2) classroom visitations of at least twenty (20) consecutive minutes. Such observation or visitations shall be with advance notice. Each visitation conference should be held within five (5) working days after the classroom visitation. The formal evaluation conference must be held within fifteen (15) working days after the last classroom visitation.
5. Confer with teachers and discuss with them each item which is to be included in their respective personnel files.
6. Provide each teacher with a mutually signed copy of the formal evaluation report(s). The teacher may submit written statements which will be attached to the file copy of the evaluation in question. Any teacher who is not satisfied with his evaluation has recourse through the grievance procedure.

ARTICLE VIII EVALUATION PROCEDURE (continued)

Section B (continued)

7. Set forth in specific terms where a teacher is lacking, if such is the case, as well as an identification of the specific ways in which the teacher is to improve. Furthermore, provide definite, positive assistance to rectify any professional difficulties noted.
8. Conduct all monitoring or observation of the work performance of a teacher openly and with his/her knowledge. Audio visual devices shall be used only with the teacher's consent.
9. Tenure teachers shall be evaluated in three (3) year cycles. The evaluation cycle may be broken if a teacher requests evaluation.

A principal may evaluate a teacher out of cycle, but must state in writing the specific concerns observed to cause formal evaluation. (Teacher requests for evaluation will be honored.)
10. Destroy anecdotal reports not referred to in the formal evaluation at the end of the evaluation period.

Section C

Special Education and Special Service personnel assigned and serving only one building shall be evaluated by the building principal.

If the Special Education or Special Service personnel are assigned and serve two (2) or more buildings, then the immediate supervisor or a principal to whom the teacher is assigned shall be the evaluator. The evaluator may utilize, or upon the teacher's request must utilize, evaluative observations based upon direct visitation from immediate supervisors or principals in preparing the final evaluation.

The evaluator for the first evaluation will continue in that capacity for the remainder of the year.

Section D

The procedures set forth above shall be fully applicable to those teachers working in assignments set forth in Schedule C., except that Item 4., of Section B, above may be adjusted to accommodate the exigencies of the activity. All Schedule B, D, and E, personnel will be evaluated a minimum of once each year. Seasonal activities are to be evaluated at the end of the involved season.

Section E

Teachers shall be apprised of the criteria upon which they will be evaluated. No criterion shall be used which is not applicable to the position being evaluated.

Section F

All newly employed nursing personnel will serve a two (2) year probationary period.

ARTICLE VIII EVALUATION PROCEDURE (continued)

Section G

Nurses shall be evaluated by the Supervisor of Nurses on an annual basis, prior to the end of each school year. The Coordinator of Nursing Services shall participate in the evaluation process, in addition to her responsibility for the coordination of all nursing.

ARTICLE IX RETIREMENT

Employees are required to retire at 70 years of age; however, an employee may be granted an exception to the 70 age requirement on a year to year basis subject to the following:

1. Provide the Board with a complete physical examination at his/her own expense.
2. Approval for each additional year will be made by the Superintendent and not be subject to grievance.

ARTICLE X METHOD OF ASSIGNMENT AND TRANSFER

Section A Assignment

Definition: Assignment means the initial placement of a teacher upon hire in a specific building or in a traveling central service group or in a special education group. Subsequent placement shall be made only through the execution of the transfer provisions of this Agreement.

Section B Class Schedules

1. Individual teacher schedules within buildings will be made by the building principal after consultation with Department Chairman; in the absence of Department Chairman, a representative of the teachers will be elected from the department.
2. Schedules of traveling teachers, central service, and special education personnel to buildings will be made by the subject area administrator:
 - a. These schedules will be developed after consultation with representatives of each group.
 - b. Teachers within each group may indicate in writing their individual preferences as to schedules. If the preference cannot be accommodated, the teacher may request a written statement of the reason.
 - c. The subject area administrator will inform traveling teachers of tentative schedules for the following year prior to June 30th.

ARTICLE X METHOD OF ASSIGNMENT AND TRANSFER (continued)

Section B Class Schedules (continued)

- d. The subject area administrator will consult with a liaison person from the group if changes in schedules are necessary.
 - e. The subject area administrator for the nurses is the Supervisor of Nurses, who is responsible for the school nurse program.
3. If practicable, each non-tenure teacher will retain the same class schedule.
 4. Building administrators will provide teachers with written notice of tentative class schedules for the following year prior to June 30th.

Section C Transfer

Definition: Transfer means the placement of a teacher after his/her assignment. No transfer shall be made inconsistent with a teacher's certification and qualification. Qualification means academic preparation and/or evidence of successful experience teaching the subject for at least one (1) school year at the grade level to be assigned and within the last five (5) years. Academic preparation means at least a minor in the subject to be taught. Further, any teacher transferred into a high school must meet the requirements of North Central Accreditation Standards for the position.

In the event of teachers threatened by lay off due to staff reduction, administration will make every effort to place the most senior teachers consistent with their minimum qualifications. However, it is recognized that there are subject areas with special or unique qualifications that must be met. The minimum qualifications, aside from successful teaching experience, are as follows:

7, 8 and 9 General Mathematics, 7, 8 and 9 Social Studies and Language Arts, Career Awareness, and P.U.N.T. - any certification which includes "all subjects."

7 Exploratory Foreign Language, 7 and 8 Science, 7 and 8 Physical Education, 7 and 8 Art - fifteen (15) semester hours.

Elementary Special Services (Art, Physical Education, Media) - fifteen (15) semester hours.

Minimum qualifications do not pertain to grades and subject areas not listed above.

Any teacher notified of possible lay off may petition to be placed under minimum qualifications. This petition must be made within ten (10) days of the time notice is given.

ARTICLE X METHOD OF ASSIGNMENT AND TRANSFER

Section C Transfer (continued)

1. To be eligible to request transfer, a teacher must be eligible for tenure status in the beginning of the coming school year.
2. In the event a receiving building principal does not wish to accept an applicant for transfer, he will provide his reasons in writing if requested to do so.
3. Postings:
 - a. Transfer to openings posted prior to the end of the school year.

All openings for the succeeding school year shall be posted, except for those openings which occur after the next to the last Friday in May. No transfer request for a specific opening will be considered until after such opening has been posted for a period of nine (9) school days. To be considered, a transfer must refer to a specific opening.

1. The school administration shall on the next to the last Friday in May post currently known openings by job opening and location that will be available in the following school year. Such postings shall also be mailed to all teachers on leave. Teachers actively employed as well as teachers anticipating return from leave in September who desire consideration for any of the posted openings shall have to submit a transfer request by the second Friday following the posting.
2. All requests except as provided herein shall remain effective until placements are made, which shall normally be ten (10) calendar days from the close of posting. All requests shall have to be submitted to the Personnel Department on forms supplied by the school administration. Except in emergency cases, transfers will be made only between school years.
3. Teachers may apply for no more than two (2) specific openings. However, where a teacher has indicated a preference and has refused such offer of transfer, he shall not be eligible for further consideration for transfer during that posting.
4. The bidder with the highest seniority who is certified and qualified, according to Article X, Section C of this Agreement, for the position will be transferred.
5. If, prior to the next to the last Friday in May, two (2) teachers in separate buildings wish to exchange responsibilities for the following September, they may do so

ARTICLE X METHOD OF ASSIGNMENT AND TRANSFER (continued)

Section C Transfer (continued)

3. Postings - continued

5. continued

upon submitting specified transfer request forms and receiving approval of the administration; in that case, they shall not have access to the other transfer provisions of Section C.

b. Transfer to openings after the end of the school year.

1. Teachers may request transfer for unspecified openings on the forms supplied by the school administration up to and including the last teacher working day of the school calendar.

Any bidder making such request must accept the transfer pursuant to the provisions below.

2. A meeting of all teachers who were not placed pursuant to the procedures in 3., a., above will be held on the last Friday in June. Bids will then be taken in seniority order for the known vacancies existing as of the day of the meeting.

Teachers must be present at the meeting to be eligible for the exercise of their bidding opportunity.

Teachers who are not placed following the meeting, and administrators who are assigned to the bargaining unit, shall be placed in vacancies, if any, at the discretion of the Board.

4. Nurses

If changes in assignment are made during the year, the involved parties shall discuss the need for change and ramifications thereof prior to its implementation.

Section D Unrequested Transfer

It is recognized that it may become necessary for teachers to be transferred in the best interests of the District, including, but not limited to, changes in enrollment, etc. However, when such involuntary transfers take place, the teacher who must be transferred will be the teacher with the least seniority. Also, when transfer procedures under Section C above have been exhausted and lay off is imminent, in order to insure that the most senior teachers in the District are retained, the Board shall have the discretion to implement unrequested transfers without regard to seniority. It is the intention of the Board to make every effort to exercise its discretion herein to retain current staff.

ARTICLE X METHOD OF ASSIGNMENT AND TRANSFER (continued)

Section D Unrequested Transfer (continued)

In the case of elementary school closings, the regular classroom staffs of the closed and the receiving buildings will be merged. Following the merger, excess staff, if any, will be transferred according to the preceding paragraph. In the case of more than one receiving school, teachers of the closed school may select their receiving school on the basis of seniority. The process of merging staffs will be completed prior to June 1.

Section E Extra Curricular Postings

Employees shall be notified of all Schedule B, C, and D openings, excluding curriculum workshops and music programs. Those teachers qualified for the openings and interested may apply for an interview. The five (5) most qualified and the three (3) most senior teachers will be interviewed by the appropriate supervisor listed on the notification.

Section F Seniority

Seniority is defined as an employee's total length of service as an employee of the District in a contractual position. If an employee resigns and subsequently returns to the District, the time not employed shall be subtracted from the length of service. It is mutually understood that the above definition includes administrators.

Commencing with the 1976-77 school year, seniority shall be prorated for part-time teachers for the extent of their work schedule, with no prejudice toward previously accumulated and credited seniority.

The School District shall provide the Association with an updated, District and building seniority list, including tie-breakers, in December and June of each year, commencing June 1, 1977.

Time on leave shall not count in the computation of seniority with the following exceptions:

1. Time on military leave.
2. Time on sick leave and the first six (6) months under Long-Term Disability (LTD) coverage. Thereafter, while on LTD, the teacher's seniority accumulation will be frozen.

Further, if an employee resigns while on leave or at the end of a leave, and subsequently returns to the District, the time of the leave shall also be subtracted from the length of service.

Ties in seniority shall be broken as follows:

1. First day worked in the most recent period of employment.
2. Date the most recent individual contract was offered.
3. Total index points at time the tie must be broken.

ARTICLE X METHOD OF ASSIGNMENT AND TRANSFER (continued)

Section F Seniority (continued)

4. Undergraduate grade point average carried to two decimal places.

ARTICLE XI STUDENT DISCIPLINE AND TEACHER PROTECTION

Section A

The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom and that discipline problems are less likely to occur in classes which are proper size. Whenever it appears that a particular pupil requires the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional persons, the Board will initiate action within forty-eight (48) hours to assist the teacher with respect to such pupil(s).

The Board recognizes that the regular education teachers' responsibility for Special Education students is limited to that contained in State and Federal Laws, Rules and Regulations. Whenever a Special Education referral is made on a pupil, the referral form will be processed by the principal no later than ten (10) days after receiving the referral form from the teachers.

Section B

It is recognized that discipline problems are less likely to occur in classes which are properly structured, well taught, where a high level of student interest exists, and where communication is maintained among teachers, parents and supportive staff.

Section C

A teacher may use such force as is necessary to protect himself from attack or to prevent injury to a student and may administer corporal punishment according to Board Policy.

Section D

A teacher may exclude any pupil from his class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal with knowledge of the exclusion and, as promptly as possible, full written particulars of the incident.

The affected pupil will be readmitted to the classroom only upon written authorization of the principal, or when requested, by written guidelines from the principal for the future handling of this case. Student discipline will be implemented on the basis of "Just cause," "due process," and "The Student Code of Conduct." Repeated instances of gross misbehavior or any verbal or physical attack upon a teacher will be just cause for permanent exclusion from class in the case of the former and from school in the latter.

ARTICLE XI STUDENT DISCIPLINE AND STUDENT PROTECTION (continued)

Section E

Individual records will be maintained on student discipline and parental contacts both by the teacher and the administrator and will be mutually available as an aid in future determinations.

Section F

Any case of assault or legal action upon a teacher while acting within the scope of his duties shall be promptly reported to the Board or its designated representative.

The Board shall render all reasonable assistance to the teacher in connection with the incident by law enforcement and judicial authority.

Section G

Time lost by a teacher in connection with any incident noted in the above sections will be handled as follows:

- A. Time for appearances before a judicial body or legal authority shall result in no loss of wages.
- B. In case of disability, the Board will provide full salary less disability benefits received from Workmen's Compensation for time lost as a result of injury, until such time as the injured teacher has recovered sufficiently to return to work or becomes eligible for long-term disability, whichever occurs first.
- C. If a teacher is adjudged guilty by a court of competent jurisdiction under this Article of the Agreement, the Board will be relieved of any further fiscal liability.

Section H

No formal disciplinary action shall be taken against a teacher on the basis of a complaint by a parent or a student, nor any notice thereof shall be included in the teacher's personnel file unless the matter is first reported to the teacher in writing.

Section I

No teacher shall be required to assume an administrative role in the absence of the administrator.

ARTICLE XII SCHEDULES, HOURS AND ASSIGNMENTS

NOTE: Language in caps which replaces language with slash marks is to be considered temporary. At any time during the term of this Agreement that the Board restores programs permitting a return to the language in slash marks, the temporary language will be null and void. This includes the length of the teacher's work day, the additional pay for elementary classroom teachers, and the ratios in Article XIII, Section 2.

ARTICLE XII SCHEDULES, HOURS AND ASSIGNMENTS (continued)

Section A

The parties recognize that optimum school facilities for both student and teacher are desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school day should be directed toward insuring that the energy of the teacher is primarily utilized to this end.

Section B

The length of the teacher's working day except for school nurses shall be ~~shall~~ **SIX (6) HOURS AND FIFTY MINUTES**. Within the above defined length of day, there shall be:

1. Elementary

a. Lunch Period

All kindergarten teachers shall receive a ~~fourty-five (45)~~ **FORTY-FIVE (45)** minute duty free lunch period.

All elementary teachers including special service teachers assigned to a building on a given day shall receive a forty-five (45) minute duty free lunch period.

Teachers not assigned may have lunch at the location of their choice, not to exceed forty-five (45) minutes.

b. Preparation Time

Kindergarten: One (1) block of at least forty-five (45) minutes per day, weekly total two hundred and ~~thirty (30)~~ **THIRTY (230)** MINUTES FOR 1982-83 AND TWO HUNDRED TWENTY-FIVE (225) MINUTES FOR 1983-84. ~~for the purpose of this agreement, the weeks of 1982-83 and 1983-84 shall include the weeks of 1982-83 and 1983-84.~~

Grades RR-6 ~~and above~~ **weekly minimum of** ~~thirty (30)~~ **TWO HUNDRED AND THIRTY (230)** MINUTES FOR 1982-83 AND TWO HUNDRED TWENTY-FIVE (225) MINUTES FOR 1983-84, including one (1) block of at least forty-five (45) minutes per day.

~~for the purpose of this agreement, the weeks of 1982-83 and 1983-84 shall include the weeks of 1982-83 and 1983-84.~~

c. Recess

The recess is part of the instructional day. Classroom teachers may

ARTICLE XII SCHEDULES, HOURS AND ASSIGNMENTS (continued)

Section B (continued)

c. Recess - continued

supervise their own students in appropriate activities relative to their group and program.

Recess shall not be longer than fifteen (15) minutes per day and may either be scheduled or unscheduled depending upon the professional judgement of the teacher providing that recess shall not exceed thirty (30) minutes in any one (1) day. The scheduling will be the teacher's responsibility.

d. The teacher and student instruction day shall be:

Kindergarten, two (2) hours 30 - 34 (FOR THE 1982-83 SCHOOL YEAR) minutes per session.

Grades RR-6, five (5) hours ~~30 - 34~~ 35 (FOR THE 1982-83 SCHOOL YEAR) AND FOUR (4) MINUTES FOR 1982-83 AND FIVE (5) HOURS AND FIVE (5) MINUTES FOR 1983-84.

e. In elementary schools, teachers may be assigned supervisory duties for the entering and exiting of students.

K-6 fifteen (15) minutes per day (three (3) blocks of 5).

f. The maximum instructional-supervisory time for special services personnel shall be as in the past.

g. Special service teachers will be given one (1) day notice of schedule changes.

h. A \$75 per year stipend will be paid to each elementary classroom teacher until their instructional time is reduced to five (5) hours per day. This is payable in the last pay check of the school year.

2. Secondary

a. Instructional and Supervisory Time

Five and one-half ($5\frac{1}{2}$) hours. (Includes five (5) classes, homeroom and hall supervision.)

b. Lunch Period

Thirty (30) consecutive minutes, duty free.

c. Preparation

Equal to one (1) class period of fifty-five (55) consecutive minutes.

ARTICLE XII SCHEDULES, HOURS AND ASSIGNMENTS (continued)

Section B (continued)

3. Special Education

Supervisory - Instructional, lunch and preparation time shall be as in the past.

4. School Nurses

- a. Nurses shall work a seven and one-half ($7\frac{1}{2}$) hour day.
- b. The Supervisor of Nurses establishes the nurses' daily schedules, including starting times, in conjunction with their building principals. Nurses will advise the affected school(s) when there are changes in schedules.
- c. Lunch Period - Forty-five (45) consecutive minutes, duty free, except in cases of emergency where the life or welfare of a child is in danger.
- d. Relief Time - A scheduled fifteen (15) minute relief time in the morning and in the afternoon - total thirty (30) minutes.

Section C

Subject to transportation, time variance, and problems involved therein, the following schedules shall prevail:

	<u>High School</u>	<u>Junior High</u>	<u>Elementary</u>
Teacher Reports:	7:30	8:00	8:20
Teacher Leaves:	2:30	3:00	3:20

Section D

Each teacher shall fulfill these responsibilities but will not be required to assume abnormal obligations of time or service not contemplated by the terms and conditions of this Agreement.

Section E

Temporary vacancies requiring coverage which are created by the school administration and absences about which the administration has received adequate notice, will be covered by substitutes in every case except where none can be obtained and the lack is beyond the control of the administration.

Temporary vacancies about which sufficient notice is not given or which may result in lightening the teaching load of other teachers, or where emergency conditions make the scheduling of a substitute impractical shall be covered by reassignment of the available staff. However, schedules will be arranged so that additions to regular assignments will be avoided. A

ARTICLE XII SCHEDULES, HOURS AND ASSIGNMENTS (continued)

Section E (continued)

teacher who is assigned to cover a temporary vacancy created by lack of a substitute, including an elementary teacher who loses any portion of his/her preparation time due to a temporary reassignment of a Special Service teacher will be remunerated at the rate specified in Schedule D.

Section F

Any or all classes taught by vocational/technical teacher-coordinators shall be given first priority for scheduling in consecutive sequence.

Section G

The teacher's professional responsibilities shall include the attendance at no more than four (4) after-school activities and ten (10) building faculty meetings a year. The fourth required activity will be paid at Schedule D workshop rates. The principal shall post the after-school activities and determine the number of teachers needed. Teachers shall sign up on the basis of seniority with the most senior teacher signing first.

One (1) of the four (4) required after-school activities will be attendance at the scheduled parent-teacher conference or open house. Each building principal will draft a list of after-school activities and the number of teachers required to attend each activity. Teachers shall sign up for one (1) activity on the basis of seniority with the most senior teacher signing first. Following this each teacher shall sign up for a second activity on the same seniority basis. This process will continue until each teacher has signed up for attendance at the required number of activities.

In lieu of the above provision, nurses are expected to volunteer to perform certain other related after-school responsibilities emanating from the nature of their job.

The after-school assignments will be those that are not currently paid through either Schedules B, C, D or athletic funds.

Section H

The school calendar shall be set forth as in Schedule G.

ARTICLE XIII CLASS SIZE

Section 1

A minimum District-wide allocation ratio for teaching personnel of 44 teachers per thousand students shall be in effect during the life of this Agreement. (This ratio assumes a secondary six period day.)

Section 2

The following group ratios shall be in effect:

Elementary Classroom Teachers - 33 teachers per thousand students

ARTICLE XIII CLASS SIZE (continued)

Section 2 (continued)

Secondary Classroom Teachers - 39.25 teachers per thousand students
(This ratio assumes a secondary six period day.)

~~Elementary Teachers - 39.25 teachers per thousand students~~

Secondary Counselors - 2.5 counselors per thousand students

Special Education Personnel - 2.3 per thousand students

Librarians - ~~2 per thousand students~~ and 1 per Junior High School

Section 3 Class Sizes and Averages

<u>Elementary Grades</u>	<u>Range</u>	<u>Average District Class Size</u>
Kindergarten	23-30	27
Reading Readiness	12-18	18
Grade 1	25-30	28
Grade 2	26-30	29
Grade 3	27-32	30
Grade 4	27-32	31
Grade 5	29-34	32
Grade 6	29-34	32
<u>Secondary Grades</u>	<u>Range</u>	<u>Average District Class Size</u>
Grades 7-8 (except for Band, P.E., & Music)	27-39	35
Remedial	17-29	25
Grades 9-12		
General	27-39	35
Remedial (PUNT, basic algebra, basic trigo- nometry, or basic math)	17-30	26
Lab Science	25-38	35
Business	27-38	35
Typing	29-39	36
Industrial Arts	24-38	34
Drafting	28-38	34
P.E. Health-Pool	38-55	45
Voc. Ed.	22-35	32
Homemaking	25-37	32
Art	25-37	32
Nurse's Aide	15-30	27
Commercial Foods	17-35	26
Counselors	360-400	385

ARTICLE XIII CLASS SIZE (continued)

Section 4

In cases where the upper limits are exceeded, prompt action will be taken to provide an acceptable solution involving the teacher, the Association and Administration.

The solution options listed below include all students and when agreed upon will be implemented promptly.

Options:

- A. Open a new section.
- B. Close enrollment
- C. Re-distribute students.
- D. Pay a \$250 semester stipend, if the overage exists over twenty (20) days.
- E. Employ a teacher aide, if the overage exists over twenty (20) days.

Section 5

Music, chorus, band, orchestra, library, study hall, lunch duty, recess, and activity duties in both elementary and secondary schools shall be of sizes appropriate to the activity.

Section 6

At both the elementary and secondary levels each Special Education student assigned to a regular class shall be counted as one (1) for enrollment purposes.

Section 7

The Board will make every effort to distribute Special Education and bi-lingual students equally among classroom teachers.

ARTICLE XIV COMPENSATION

Section A

Annual salaries shall be computed according to Schedules A, B, and C, attached hereto, which are incorporated in and made a part of this Agreement.

Section B

Hourly rates to be paid for a teacher's service in Adult Education, Summer School, Workshops, Music, substituting during preparation time, or Driver Education shall be as in Schedule D, attached hereto. These wages shall be paid bi-weekly and, at the time of payment, the Board shall be no more than one (1) week in arrears.

ARTICLE XIV COMPENSATION (continued)

Section C Insurance

1. Based upon the teacher's selection, the Board shall purchase two (2) of the three (3) following coverages for each full time teacher.

- a. Health Insurance - The Board at its option may provide either BCBSM MVF-II with full riders or MESSA Super-Med I.

Any teacher receiving health insurance coverage will be reimbursed for the \$50/100 deductible per past practice.

Health Insurance Incentive Plan - See Appendix 1

- b. Dental Insurance - 80-80-80 Plan - Maximum annual benefit of \$1,000 applies to each teacher and their enrolled dependents. Orthodontic lifetime maximum of \$1,500. Orthodontics to age 19 for dependents with no age limit for the teacher. All other provisions shall remain the same.
 - c. Vision Care - MESSA Vision II equivalent as currently provided through Prudential.

An employee may not change coverage other than during the open enrollment period which occurs every two (2) years from Health Insurance to Vision Care or vice versa, except when:

- 1) Application for change is made to the District's Employee Benefits Office no later than thirty (30) calendar days from the date an event occurs which would justify a change. Consideration of applications for change after the thirty (30) day cut-off shall be forwarded by the Employee Benefits Office to the insurance carrier, where the decision to allow the change or not shall be made.
 - 2) The following events justify a change:
 - a) Change in marital status, as evidenced by appropriate documentation.
 - b) Change in status of a spouse's health insurance coverage, whereby an employee gains or loses complete insurance payment through the spouse's employment. A statement from the spouse's employer is necessary for documentation.

2. The Board shall also purchase the following coverages for each full time teacher:

ARTICLE XIV COMPENSATION (continued)

Section C Insurance (continued)

- a) Long-term disability coverage for the teacher commencing after a six (6) month period of total disability and continuing during such total disability to age 70, or death, whichever comes first. The benefit shall be 60% of the teacher's salary to a monthly maximum benefit of \$2,000.
 - b) Group Life Insurance and Accidental Means Death and Dismemberment Insurance, each equal to one and one-half (1½) times the teacher's Schedule A annual salary to the nearest \$1,000.
 - c) A Prudential Group Legal Plan will be provided effective September 1, 1982.
3. If a full-time teacher is absent from work and totally disabled, because of an accident or prolonged illness, the Board shall pay the Board's portion of his Health Care Insurance, (or Vision Care Program), Dental Care Program, his long-term disability coverage, Group Legal Plan, and his group life insurance through the end of the then current school year in which his long-term disability benefits take effect. Such teacher shall be responsible for payment of any optional coverages under Health Care Insurance and shall make arrangements for full payment in advance to the Board of Education for such optional coverage.
4. Teachers who work a part-time schedule shall receive a prorated annual salary and shall also receive prorated Health Care Insurance, (or Vision Care Program), Dental Care Program, Group Legal Plan, and supplementary group life insurance contributions. For example, a teacher scheduled to work 1/5 of a regular week shall receive from the Board 1/5 of the monthly premium for Health Care Insurance (or Vision Care Program) and shall also receive 1/5 proration of the supplementary group life insurance and 1/5 of the Dental Care Program; a teacher scheduled to work 2/5 time shall receive a 2/5 proration; 1/2 time receives 1/2 proration; 3/5 time receives 3/5 proration and 4/5 time receives 4/5 proration.
5. If a part-time teacher is absent from work and totally disabled because of an accident or prolonged illness, the Board shall pay the Board's portion of his Health Care Insurance (or Vision Care Program), Dental Care Program, Group Legal Plan, and his prorated group life insurance through the end of the then current school year. The teacher shall be responsible for payment of any optional coverages under Health Care Insurance and shall make arrangements for full payment in advance to the Board of Education for such optional coverages.

ARTICLE XIV COMPENSATION (continued)

Section C Insurance (continued)

6. If a full-time or part-time teacher takes a leave of absence for reasons other than total disability due to accident or prolonged illness, all coverages provided under 1., 2., or 3., above shall terminate at the end of the month in which they last work, except that teachers whose leaves commence as of July 1 but who change their minds and are approved for early return from leave as of the first day of the school year, shall be reimbursed for any health insurance premium they paid on their own for July and August. Further, teachers whose leaves commence July 1 and who have been on the payroll from the first day of the school year shall have all their insurance coverage paid through August 31. The latter provision shall also apply to teachers who resign at the end of the school year after having been on the payroll from the first day of the school year.
7. The Board of Education shall have the right to select insurance carriers for dental, vision, LTD, and life insurance coverage.
8. All teachers who retire from the Warren Consolidated Schools with at least ten (10) years of service and are eligible for a retirement from the Michigan Public Schools Employees' Retirement System are eligible for the following benefits:
 - a. \$5,000 Group Life (Accidental Death and Dismemberment will be discontinued) continued to age sixty-five (65). The \$5,000 will then be reduced to \$2,500 and remain in effect for the remainder of the retiree's lifetime.
 - b. Blue Cross-Blue Shield. The retiree will enroll immediately upon retirement in the State Retirement System Blue Cross-Blue Shield if health care coverage is needed. The Board will reimburse the retiree for his/her contribution to the Public School Employees' Retirement System Health Care Plan for the retiree only. Any additional costs for spouse, dependent children or sponsored dependent coverage will be borne by the retiree.

Section D Automobile Allowance

Teachers required to drive personal automobiles in the course of their employment or otherwise using their automobiles in service to the District shall be reimbursed in accordance with Schedule F, attached hereto.

An Interior maintenance allowance of fifty dollars (\$50.00) shall be made to each nurse (per year) who uses her personal car for nursing services.

Section E Payroll Procedures

1. Payroll checks will be issued in separate envelopes bi-weekly on Fridays to all employees, except as elsewhere provided. The responsibility of distribution will be made by the immediate supervisor.

ARTICLE XIV COMPENSATION (continued)

Section E Payroll Procedures (continued)

2. Contractual salaries will be divided by 21 to determine the gross bi-weekly amount except for those teachers who request a division by 26 on appropriate forms furnished by the Administration.
3. Teachers will be paid one-half ($\frac{1}{2}$) of a bi-weekly paycheck (1/21 or 1/26), for Schedule A only, the first Friday after school is in session. Following that, regular bi-weekly checks will be issued every two (2) weeks, except for holiday variants noted in Section E., 4., below. Any balance in the Board's contractual salary commitment to a teacher will be paid on the teacher's last scheduled working day or at the teacher's option in continued bi-weekly checks throughout the summer recess.
4. Should a regular pay date fall during a period when school is not in session, teachers shall receive the pay due on that date on the last day prior to the recess.
5. Authorization for payroll deductions shall be available for:
 - a. Association Dues and voluntary political action contributions
 - b. U. S. Bonds
 - c. United Foundation
 - d. Additional MESSA coverages (if MESSA is the health carrier), Health, Accident and Life Insurance
 - e. Credit Union
 - f. Tax-deferred annuities.
6. Payroll adjustments will be based upon the number of teachers' working days in the school calendar.

Section F

On any day when school sessions are scheduled but that schedule is cancelled by the Superintendent due to weather or other conditions beyond control and this official closing is announced on a major Detroit radio or TV station, then the following provisions for teachers' pay will prevail:

1. If the announcement states that schools are closed, teachers are not to report and will receive full pay.
2. If the announcement states that schools are closed and teachers are to report, then teachers must report. However, if a teacher is unable to report, he shall be paid for such absence and his absence charged against unused personal leave days.

ARTICLE XV COMPENSABLE LEAVE

Section A

The following compensable leave provision shall be in effect. At the end of the 1983-84 school year, representatives of the School Board and the WEA shall meet to evaluate the success of the program in meeting the needs of teachers. If either side sees the compensable leave program as unsatisfactory, the compensable leave provisions and the long-term disability provisions in effect in the Agreement between the Warren Consolidated Schools and the Warren Education Association, reached on June 14, 1967 shall take effect. At that time any accumulated leave "frozen" as provided below shall be again placed at the disposal of affected teachers.

Accumulated sick days available as of June 30, 1969, less sick days used between September 1, 1969 and June 15, 1970 in excess of current year's (1969-70) allocation, shall be frozen. These accumulated days shall be paid off at a rate equal to 50% of the salary in effect at the time of retirement from the Warren Consolidated Schools under the Michigan Public Employees Retirement Act or at death of the employee, whichever occurs first, to a maximum of 200 days.

Accumulated sick days available as of September 1, 1974 for nurses shall be frozen.

Section B

The parties recognize that the use of sick leave shall be exercised prudently and in good faith for personal illness, family illness, and bereavement. In the case of questionable or excessive absences, medical verification may be required.

Each tenure teacher shall have twelve (12) days placed at his/her disposal at the beginning of each school year. Two (2) of these days may be used for personal business as provided for in Section D of this Article. Tenure teachers who are on non-compensable leave shall have a proration of their twelve (12) day allotment placed at their disposal upon their return to work. These days may be used by each tenure teacher for personal illness, including illness caused by and contributed to by pregnancy, family illness, or bereavement. For all such absences, the tenure teacher shall notify the school administration as soon as possible after becoming aware of the need for absence.

In addition to the above, bargaining unit members shall be entitled to three (3) days of bereavement per occurrence to a maximum of two occurrences for a member of the immediate family. Immediate family shall be defined as: Parents, Children, Grandparents, Spouse, Brother, Sister. If the bargaining unit member resided with step-children or step-parents, they shall be considered as members of the immediate family.

Any unused days from a tenure teacher's yearly allotment including those days allocated but not used during the 1981-82 school year, but not includ-

ARTICLE XV COMPENSABLE LEAVE (continued)

Section B (continued)

ing bereavement days, may accumulate for use in succeeding years up to a total of thirty (30) days. The current year's allotment shall be included in the thirty (30) day total.

If, by reasons of discharge or termination, a teacher leaves before the end of the school year, his/her prorata unused leave days from the present year and any accumulation shall be placed in the DCB described in Section C of this Article. If the employee has used more than one day per month at the time of termination, the overdraft will be removed from the teacher's accumulation. If insufficient accumulation exists, the teacher's pay will be adjusted a commensurate amount. Similarly, any overdraft of sick leave allotment usage by the end of the school year will be docked.

Should a teacher deplete his current year's allotment and accumulated days described in this Section and not be eligible for the District Central Bank described in Section C, he may use his "frozen days" described in Section A, above.

A committee will be formed as soon as possible after the effective date of this contract made up of three (3) WEA representatives appointed by the WEA President and three (3) representatives from the Administration. This committee will meet monthly to study absenteeism in Warren Consolidated Schools. The committee will meet at locations and times which are mutually agreeable. Any activities of this committee will not be used in any subsequent administrative actions against a teacher. Further, any written communications from this committee cannot be placed in the bargaining unit member's central office file. If either side views this committee as unsatisfactory or unworkable, then at the end of this contract, the committee will be disbanded and the provision which provides for the Board's shared funding of the District Central Bank will be null and void.

Section C District Central Bank

A District Central Bank shall be in effect on the first day of the school year. The Bank shall be funded at the beginning of the year with the unused days from the previous year's DCB and two days from each tenure teacher's personal accumulation allotment, matched by an equal contribution of two days for each teacher from the Board. The two (2) day contribution at the beginning of the year made by the teacher will be taken from his/her previous year's balance, if applicable. Thirty (30) days will be the maximum beginning balance.

Teachers who work less than the full school year shall have a proration of one (1) day from their yearly allocation placed into the District Central Bank at the disposal of the District's teachers.

The District Central Bank is intended to provide each tenure teacher with comprehensive protection from financial burdens imposed by long-term illness, accident or chronic, recurring illnesses, and all disabilities caused

ARTICLE XV COMPENSABLE LEAVE (continued)

Section C District Central Bank (continued)

by or contributed to by pregnancy, miscarriage, childbirth and recovery. Use of the days from the District Central Bank shall be supervised by a joint Association/Administration committee. Medical verification may at times be required for withdrawal of District Central Bank days.

Tenure teachers may use days from the District Central Bank prior to the depletion of their current year's allotment and accumulation described in Section B, if they fall victim to a long-term illness of five (5) or more consecutive work days, an accident, or a chronic illness of a recurring nature and medical verification is provided.

The first two (2) days of a chronic illness or a long-term illness shall be charged to the teacher's own accumulated leave under Section B, above unless the teacher has already been admitted to the DCB that same year.

The District Central Bank is not intended to compensate teachers for absences related to elective surgery which can be scheduled during recess periods, such as holiday periods or the summer months.

In any absence lasting forty-five (45) days or longer the Administration may require the teacher to see a doctor other than his/her own to verify the need for the absence. The teacher may select the doctor from a panel of twenty-five (25) medical doctors in the Warren area established jointly by Administration and the Association. The teacher must select a doctor not associated with his/her own doctor. If the opinion of the doctor selected conflicts with the opinion of the teacher's doctor, the teacher will select a third doctor from the panel for examination and opinion. Both parties agree to abide by the opinion of the third doctor. The Board shall pay the costs of such examinations.

If during the life of this Agreement, the DCB should become depleted, an additional day may be taken from each tenure teacher's accumulation on an as needed basis as described in Section B. Such contribution shall be matched by the Board. Those teachers who have depleted their days will contribute an additional day the succeeding school year.

Leave days described in Section B and C, are not intended for uses other than those specified in the named Sections.

Section D Personal Business Days

All full time teachers are to get two (2) days per school year to be used for personal business at the discretion of the teacher.

Notification of the personal business will be in writing to the immediate supervisor forty-eight (48) hours in advance of the time needed. If there is an emergency making such notice impossible, the teacher shall notify the immediate supervisor as soon as he/she is aware of the situation making the leave necessary.

ARTICLE XV COMPENSABLE LEAVE (continued)

Section D Personal Business Days (continued)

Personal business days cannot be used at the start of the school year, school year ending or the day prior to or the first day following holidays and recesses. Absences for religious holidays will be a maximum of two (2) personal business days and one (1) day from the personal illness bank.

Section E Non-Tenure Teachers

Each first year non-tenure teacher shall have seven (7) sick days placed at his/her disposal at the beginning of his work year. Any days not used during this year may be accumulated and used during the second or third years of non-tenure teaching. Second and third year non-tenure teachers shall have eight (8) sick days placed at their disposal at the beginning of their work year. These days are to be used for personal illness, family illness, or bereavement. For all such absences the involved teacher shall notify the administration as soon as possible prior to the absence. Any unused days shall have a cash surrender value of \$15.00 per day to be paid at the end of each school year, or may, at the discretion of a teacher, be accumulated and used during the second or third years of non-tenure teaching. At the end of his/her probationary period, the teacher will receive a cash surrender value of \$15.00 per unused sick day.

Section F Released President

In order to assist the parties in the administration of the contract it is agreed that the President of the Association shall be released from his/her regular duties.

The Board agrees to pay this President the B.A. base salary and one-half ($\frac{1}{2}$) of his/her fringe benefits. In addition, the Board will pay by cash payment to the WEA 5% of the B.A. base salary in lieu of the Board's contribution of the President's retirement to the Michigan Public School Employees' Retirement Fund.

The Association will be billed in January and June for the other half ($\frac{1}{2}$) of his/her fringe benefits. Any salary experience increment earned during this year will be credited at full value.

Section G Association Business and Conference Time

In the event that the Association is desirous of sending representatives to local, state or national conferences conducted by the Association for the furtherance of its own professional purposes, or other business leaves pertinent to the Association affairs, said representative shall be excused providing the frequency does not impair the quality effect of classroom instruction, and providing that said request for leave has been submitted to the Superintendent for his approval at least 72 hours prior to the leave, if possible. When these days accumulate to sixty (60) in any school year, the Association will reimburse the District for the cost of substitutes for the additional days.

ARTICLE XV COMPENSABLE LEAVE (continued)

Section H Jury Duty

Teachers summoned for jury duty shall immediately notify the Personnel Office. If teachers serve as jurors, they will be paid the difference between their jury pay and their Schedule A salary during the time they are on jury duty if they make every effort to secure a postponement of their jury service to a time when school is not in session. Release time will be provided if the affected teacher is required to appear in person for the purpose of appealing, postponing, or changing his/her status as a juror. Teachers are expected to secure the assistance of their principal and the Personnel Office in their efforts to obtain a postponement.

ARTICLE XVI NON-COMPENSABLE LEAVE

Section A Requests

Requests for leave must be made in writing to the Personnel Department. These requests should specify the dates desired and should be submitted as soon as the circumstances requiring the leave are known.

The duration of leaves which start during a school year shall be from the calendar day following the last day worked to the next June 30th. The duration of leaves which cover an entire school year shall be from July 1, to June 30th.

Section B Association Representation Leave

Leave of absence for Association representation will be granted. Leave for Association representation shall be for one (1) year and will be renewed for an additional year upon written request of the affected teacher. No more than three (3) teachers shall be on leave for Association representation at any one time. A teacher who is on leave for Association representation shall be credited with the salary increment which he would have earned had his services not been interrupted. Further, this provision, shall be applied to all teachers presently on leave for Association representation as though they had commenced their leave under this provision, except that no teachers presently on leave may be terminated until they have been given the opportunity to return from leave pursuant to this Article.

Section C Miscellaneous Leaves

The Superintendent or his designee may grant leave to teachers for other reasons, such as health, study, overseas teaching, Education Association employment or family care. Such leaves shall be limited to a maximum of one (1) year. An extension beyond one (1) year of up to one (1) additional year may be granted subject to approval by the Board of Education.

Section D Responsibilities of the Teacher

1. Any teacher on leave is responsible to notify the Personnel Depart-

ARTICLE XVI NON-COMPENSABLE LEAVE (continued)

Section D Responsibilities of the Teacher (continued)

1. (Continued)
ment in writing that he desires to resume active status as an employee.
2. It shall be the responsibility of the teacher to:
 - a. Inform the Personnel Department of any change in the circumstances which created the need for leave.
 - b. Report for duty upon termination of leave.
3. Teacher's neglect of these responsibilities shall constitute cause for termination as an employee.

Section E Reinstatement

1. A teacher shall be reinstated from leave prior to the termination date of the leave provided that the teacher gives at least thirty (30) days written notice of his intention to return from leave and provided that there is a position vacant for which he is qualified. When both of the above are satisfied, the teacher shall be reinstated.
2. Teachers on leave who request a return to active status as of the beginning of the school year shall be reinstated to positions pursuant to Article X.
3. All benefits which had accrued at the time the leave commenced shall be restored to the teacher upon reinstatement.

Section F Termination of Leave Status

The teacher shall be terminated if one of the following conditions occurs:

1. The teacher accepts employment other than that for which leave was granted, if any.
2. The teacher fails to return to work when the leave expires.
3. The teacher notifies the Personnel Department in writing that he/she wishes to terminate his/her leave.

Section G

Any teacher commencing leave under this Article will be given a copy of this Article.

Section H Short Duration Non-Compensable Leave

The Superintendent or his designee will grant short duration non-compens-

ARTICLE XVI NON-COMPENSABLE LEAVE (continued)

Section H Short Duration Non-Compensable Leave (continued)

able leaves of no more than five (5) consecutive working days per year to teachers who begin the 1982-83 school year with an accumulation of thirteen personal leave days prior to DCB funding. For subsequent school years, the leave will be granted to teachers who begin the school year with an accumulation of fifteen (15) personal leave days prior to DCB funding. These leaves will be granted with no prejudice to seniority or benefits. These leaves will be available to others only with the approval of the Superintendent.

These leaves cannot be used at the start of the school year, the day before or the first day following holidays or recess, or at record keeping and card marking times. Exceptions may be granted on the approval of the Superintendent.

The leaves must be requested at least two weeks prior to the date of the leave.

ARTICLE XVII MILITARY LEAVE

Military leave will be granted and reemployment will be governed by the provisions of the "Universal Military Training Act." If National Guard or Reserve annual training two (2) week encampment should occur during the school year, the teacher required to participate shall be granted a temporary leave of absence. In the event of emergency National Guard duty, for things such as riots or floods during the school year, the Board will provide assistance up to a maximum of thirty (30) days in any contract year. The employee will receive his regular salary minus that which he shall receive from the government for each school day spent in the government service. This provision does not provide any Board financial assistance for basic training call-ups or other kinds of enlisted or voluntary full-time service.

ARTICLE XVIII PROFESSIONAL QUALIFICATIONS

In order to be employed by the Board for a regular teaching assignment, a teacher shall have a Bachelor's degree from an accredited college or university and a provisional, vocational, continuing, or permanent certificate or, for vocational programs other than existing vocational metal working, pattern making, drafting, electricity-electronics, business, home-economics and food services, teachers shall have a state approved vocational certificate.

Section B

Substitutes who hold only permits shall be employed by the Board only on a day-to-day substitute basis and for no more than the permit allows. The Association will be advised of the teachers' names and assignments in those cases where it becomes necessary to employ them for more than ten (10) consecutive days in the same position under this Section.

ARTICLE XIX SABBATICAL LEAVE

Section A Purpose

Sabbatical Leave shall be available to teachers for professional improvement.

Section B Eligibility

1. An applicant must have accrued seven (7) consecutive full years of teaching service in the Warren Consolidated School District.
2. Each applicant must agree to return to service in the Warren Consolidated School District immediately upon termination of Sabbatical Leave and to continue in such service for a period of three (3) years, unless physical disability makes this impossible or there is mutual agreement to the contrary. A signed agreement in the format of a promissory note shall stipulate that the failure of the teacher to provide such service shall result in the obligation to reimburse the District a proportional part of the salary paid to him during Sabbatical Leave determined by the fraction of the three (3) years not served following the leave.

Section C Application

Applications shall be made to the Committee for Sabbatical Leave on or before December 31 of each year. The application shall be accompanied by plans for the use of the Sabbatical Leave.

Section D Selection

1. The Committee for Sabbatical Leave shall consist of an elementary and a secondary administrative representative appointed by the Superintendent, a teacher appointed by the WEA and the President of the WEA. The Committee shall be chaired by the Superintendent or his designee, who will vote only in the event of a tie.
2. The Committee will prepare a priority listing of eligible candidates and recommended names for Sabbatical Leave appointments by February 1. Provided sufficient qualified applicants have come forth, up to 0.5 of 1% of the body of teachers currently employed will be recommended.
3. Consideration shall be given to:
 - a. Assured eligibility.
 - b. The proposed leave's potential for contributing to the applicant's professional growth.
 - c. Other pertinent factors as established by the Committee.
4. The Board of Education shall grant Sabbatical Leave to as many candidates as are recommended by the Committee for Sabbatical Leave, but not to exceed a number equal to 0.5 of 1% of the teachers of the school district at the time leaves are granted.

ARTICLE XIX SABBATICAL LEAVE (continued)

Section E Compensation

1. While on Sabbatical Leave, a teacher should receive 50% of his/her teaching salary for the time involved and all fringe benefits afforded bargaining unit members except long term disability insurance.
2. The teacher is responsible to notify the Business Office of the place to which his payroll check shall be addressed while he is on leave. Checks will be mailed to that address on or before the regular pay-days.

Section F Miscellaneous Administrative Provisions

1. A teacher on Sabbatical Leave may not deviate from his approved plan except with the written permission of the Superintendent or his designee.
2. Sabbatical Leave will be automatically terminated should the grantee be placed upon a probationary academic status by his college or university.
3. Any falsification of information by the teacher in application or other reports required as a part of Sabbatical Leave may subject the leave to termination upon recommendation by the Committee for Sabbatical Leave.
4. A teacher, upon return from Sabbatical Leave, shall be restored to his former position or to a position of like nature and status, and shall be placed at the same position on the salary schedule as he would have been had he taught in the District during such period.

ARTICLE XX ACADEMIC FREEDOM

Section A

Academic freedom shall be guaranteed to the teacher, and no special limitations shall be placed upon study and investigation of facts and ideas concerning man, human society, the physical and biological world, and other branches of learning, subject to the following standards of professional responsibility:

1. The teacher shall encourage the student to study varying points of view and respect his right to form his own judgement.
2. The teacher may assume full political and citizenship responsibilities, but shall refrain from exploiting the institutional privileges of his professional position to promote candidates or partisan activities while on school duty.
3. The teacher shall interpret and use the writings of others and educational research with intellectual honesty.

ARTICLE XX ACADEMIC FREEDOM (continued)

Section B

Academic freedom exercised by a teacher requires that he be cognizant of the maturity of his students and that this be recognized in his instructional presentations; and further, that the attitudes, beliefs, and aspirations of parents and the convictions of the citizenry be considered carefully in the exercise of academic freedom.

Section C

Academic freedom shall be exercised by a teacher in accordance with the instructional program and within the framework of Board Policy.

Section D

Academic freedom shall not be used as a basis for advocating unlawful activity.

ARTICLE XXI BUILDING POLICY COMMITTEE

Principals will establish an ongoing committee for the joint development of solutions to building problems not covered by the Master Contract. For this purpose, it is agreed that:

- A. The committee is representative of teachers through election.
- B. WEA building representatives will be included on the committee. No more than three (3) building representatives will be included on this committee unless elected.
- C. There shall be a chairman who calls the meetings and sets the agenda and a secretary who takes minutes. Both are elected by the committee.
- D. Any building concern may be brought to the committee for solution.
- E. Agreements reached between the building policy committee and the building principal will be put into effect as soon as possible.
- F. Minutes are published to the staff upon review of the principal and the chairman.
- G. No committee solution may conflict with the Master Contract or Board Policy.
- H. The Board agrees that teacher involvement will be meaningful.

ARTICLE XXII LAY-OFF AND RECALL PROCEDURES

Section A Definitions

Lay-off means removal from the payroll with no employment rights other than retention of seniority status, extra-duty status, and recall rights as provided below.

ARTICLE XXII LAY-OFF AND RECALL PROCEDURES (continued)

Section B Procedures

If circumstances such as a reduction in student population or insufficient funds causing curtailment of programs or curriculum reasonably require a reduction in staff, the following lay-off recall procedure shall prevail.

After all procedures pursuant to Article X, regarding voluntary and involuntary transfers have been accomplished, the resulting surplus teachers will be laid off in seniority order, except as provided in Article X.

Section C Recall

Teachers shall be recalled to positions consistent with their certification and qualification, and, in the case of high schools, with North Central accreditation standards, according to Article X, Section C, beginning with the most senior teacher.

Teachers being recalled will be given five (5) days from the date of the receipt of a certified letter or direct contact to the teacher by telephone of recall to indicate their acceptance or rejection of reemployment. Failure to respond within the five (5) day period will end the employee's seniority rights. The employee has the full responsibility for notifying the personnel office of any change in his/her name, address, or telephone number. Failure to do so could result in the loss of the employee's seniority rights. At the time of lay-off, it is the administration's responsibility to inform the employee of his/her rights and responsibilities as stated in this article.

No new teachers shall be hired in a subject area before teachers who are laid off from that subject area have been recalled or decline the opening.

No new teachers shall be hired in subject area before teachers who are laid off from other subject areas who may be qualified are recalled or decline the opening.

Section D

A teacher shall not be laid off because of curricular change unless such change would render him non-qualified under the State Certification Code, and he has refused other assignment opportunity or turned down training provided by the employer (at the employer's expense) to certify him for existing vacancies.

ARTICLE XXIII TUITION REIMBURSEMENT

Section A

The administration may request that a teacher enroll in specific credit courses so that he/she might fill certain academic or professional voids and so that he/she may achieve preparation standards which are mandated by curriculum revisions or applicable accreditation standards. Should the teacher be unwilling or unable to accommodate such a request to the extent

ARTICLE XXIII TUITION REIMBURSEMENT (continued)

Section A (continued)

of completing four (4) credit hours per year and the want of the indicated improvement prohibits the initiation or continuance of a desired curriculum or accreditation, then the teacher may be reassigned (accommodating his desires as nearly as possible) in order that the objective may be gained. Teachers complying with such requests shall be reimbursed for tuition, books, and ten dollars (\$10.00) for miscellaneous expense incurred by enrollment in the classes.

Section B

A teacher who has acquired a permanent teaching certification and who continues his professional growth through enrollment in graduate courses related to his professional responsibilities shall be reimbursed for his tuition upon submission of proof that the courses have been successfully completed. Reimbursement shall be limited to twenty dollars (\$20.00) per semester hour applied to no more than six (6) hours per calendar year, and shall not apply to hours taken through a program for which teachers receive subsidy from other courses such as NSF, NDEA, etc., except that when the subsidy is less than twenty dollars (\$20.00) per hour, the balance shall be reimbursed by the Board. Further, should a teacher accrue more than six (6) qualified hours in a given year, the balance may be included for reimbursement in the following year.

This provision shall not be operative for the duration of this Agreement.

ARTICLE XXIV CURRICULUM AND MATERIALS

Section A

The Board of Education has the ultimate responsibility in the development, implementation, and determination of all curricular matters.

The Board agrees to involve teachers in all proposed curriculum changes through the establishment of a Steering Committee of fourteen (14) persons.

1. The Steering Committee shall consist of seven (7) teachers, six (6) principals, and one (1) central office administrator. Two (2) teacher representatives from each of the elementary, junior high, and senior high levels shall be selected by the teachers in an election conducted by the Association. One (1) teacher representative shall be appointed by the Association President.
2. The Steering Committee shall determine its organizational structure and procedures.
3. The Steering Committee will review all curriculum changes including those not necessarily funded through this Committee. The Committee may establish teacher curriculum study groups which shall be composed of both teachers and administrators on the basis of two

ARTICLE XXIV CURRICULUM AND MATERIALS (continued)

Section A (continued)

3. (continued)
(2) administrators per five (5) teachers. Teachers shall be paid at the workshop rate. The Committee may also allocate funds for teacher initiated projects of an innovative nature and projects of inservice. The total funds available to the Committee for these purposes shall be \$20,000 for each school year, five thousand (\$5,000) of which may be allocated to projects of inservice, and upon request, release time may be permitted by the Associate Superintendent for Instruction to complete the business before the Committee.
 - a. All reports, proposals, and recommendations reviewed by the Steering Committee shall be submitted in a timely manner to the Associate Superintendent for Instruction and the Association President.
 - b. The Associate Superintendent for Instruction shall have the right to review all reports and make suggestions for change in writing to the Study Committee.
 - c. The Associate Superintendent for Instruction shall forward his considerations back to the Steering Committee in a timely manner.
 - d. The Steering Committee, upon receipt of the Associate Superintendent for Instruction's written recommendations, may modify its report prior to submitting its final report back to the Associate Superintendent.
4. The Associate Superintendent will then submit all curriculum recommendations to the Board which will include the recommendations of the Steering Committee and the designated study committees. At least two (2) work days prior to the Associate Superintendent's recommendation being sent to the Board, a copy shall be provided to the Steering Committee and the Association.

Section B

The Board recognizes that appropriate texts, library references facilities, maps and globes, laboratory equipment, audio-visual equipment, teaching supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The Board agrees at all times to keep the school reasonably equipped and maintained. The parties will confer from time to time for the purpose of improving selections, and use of such educational tools.

Section C

The Board and the Association mutually recognize the importance of continuous use of adequate teaching reference material in maintaining a high level

ARTICLE XXIV CURRICULUM AND MATERIALS (continued)

Section C (continued)

of professional performance. In furtherance of that recognition, the Board shall endeavor to make such material available in the schools.

Section D

The School Board, through its administration, will sincerely foster the dedication expected of the teachers by planning constructively to provide the best possible teacher facilities attainable within the limits of prudent expenditures, and to assist teachers in the advancement of their skills and techniques by providing meaningful and useful seminars and programs. The Board will continually review and analyze the needs of the School District so that all committees, programs, and projects will relate directly to a quality educational program either by reason of seeking improvement in teaching methods, tools, techniques, and/or professional standards of excellence or by reason of seeking improved efficiency, economy of operation, and/or consideration of ways and means to satisfy the mandatory need for student improvement, greater student achievement and high level employee morale.

Section E Professional Staff Development

A Professional Staff Development Policy Board of four WEA members and four administrators will be established. The four WEA members will be appointed by the President of the WEA.

Seventeen thousand five hundred dollars (\$17,500) for each year of the contract will be funded by the WCS Board of Education for the professional development of bargaining unit members.

The Professional Staff Development Policy Board will establish the guidelines for the granting of these funds. It will further establish its own rules for its internal structure and operation.

For conferences, the bargaining unit member must secure signature from his/her supervisor on the district conference form. If the supervisor denies approval of the conference, the bargaining unit member and the supervisor have a right to appeal to the Professional Staff Development Policy Board. The decision of the Professional Staff Development Policy Board will be final. If the Professional Staff Development Policy Board votes 4-4, the supervisor's denied approval of the conference will be sustained.

ARTICLE XXV MISCELLANEOUS

Section A

Each school will have designated areas, apart from students, appropriately furnished for use in teachers' lavatory, teachers' dining room or teachers' lounge, where smoking is permitted. Each building will have a telephone available for the use of teachers. The phone will be located so that reasonable privacy can be guaranteed. Any long distance phone calls must be logged.

ARTICLE XXV MISCELLANEOUS (continued)

Section B

All instructional positions in Driver Education, Adult Education (embracing subjects taught in the school system during the regular school year), and Summer School shall be filled within the bargaining unit. After adequate posting, if the position cannot be so filled, then the Board may fill the position from outside the bargaining unit.

Section C

Names and addresses of newly hired teachers will be provided to the Association following School Board approval of their contracts. These teachers will be provided a copy of the current Agreement between the parties.

Section D

The Board agrees to permit nurses to attend in-service programs, seminars, and professional conferences. Attendance will be representational and must have the prior approval of the Supervisor of Nurses.

In order to maintain the professional excellence of the nursing staff, the Board agrees to permit nurses to attend Macomb County Health Department meetings as related to School District matters, Macomb County School Association meetings, and the annual Michigan Association of School Nurses State meeting.

The sum of \$150.00 per year shall be allocated for the funding of this provision.

ARTICLE XXVI TERM OF AGREEMENT

Section A Duration of Agreement

This Agreement shall be effective as of August 23, 1982 except as specified within this Agreement and except for increased group insurance benefits which will be effective September 1, 1982. The Agreement shall continue in full force and effect through August 21, 1984.

Section B Successor Agreements

On or before May 15, 1984, either side may give notice by certified mail of its desire to terminate, amend or modify this Agreement. Upon receipt of this notice by the other side, arrangements shall promptly be made for negotiations to commence. In the event that neither side gives notice to the other of its intention to terminate, amend or modify the Agreement by May 15, 1984, then the Agreement shall automatically be extended on the same terms for another year and, similarly from year to year thereafter, with the notification date of intent to terminate, amend or modify being May 15, of the successor year.

ARTICLE XXVI TERM OF AGREEMENT (continued)

Section C Interim Amendments

Should there be any mutually acceptable amendment of the Agreement then the amendment shall be subject to ratification of the Board and the Association provided that the bargaining committee shall be empowered to effect temporary accommodations to resolve special problems.

THE WARREN CONSOLIDATED
SCHOOL DISTRICT

By: The School Board

THE WARREN EDUCATION
ASSOCIATION

By:

John A. Bozzomandini
President

Justin L. Locker
President

James C. Buss
Secretary (acting Secretary)

James A. Bason
Vice President

Howard E. Chenoweth
Howard E. Chenoweth
Associate Superintendent

Paul Schwaab

Joyce S. Berry

DATE: June 10, 1982

SCHEDULE A

1. Schedule A reflects annual wages to be prorated over the effective period.
2. Credit for experience will be computed on the commencement of employment and thereafter at the beginning of the work year. Teachers employed and working in the system will be moved up one (1) year on the interpolated schedule at the beginning of each school year.
3. The Board may place a newly employed teacher on any step of the salary schedule regardless of the number of years of previously acquired teaching and work experience, provided, however, that in no event shall any newly employed teacher be placed on a salary step which exceeds previously acquired teaching and work experience. This provision shall not affect the teachers presently employed by the District.
4. Vocationally certified teachers upon reaching the maximum step in their degree category shall receive an additional 1% of their degree category base for each year (2080 hours) of work experience applied on their certificates to a maximum of 4% as long as they continue teaching in the occupational area for which the vocational certification has been issued.

Work experience applied on their certificates is defined as those hours listed on the vocational certification application. In a case where the work experience hours listed on the application exceeds the number of hours (4160) required by the State Department for Vocational Certification, the teacher will be paid 1% of each 2080 additional work experience hours listed on the application which are applicable to the occupational area to maximum of 4%.

The vocational differential will be paid to those eligible teachers according to numbers one and two above who are teaching in grades 10-12.

5. The following index shall be effective:

Experience	Bachelors	Bachelors		Masters		Masters**	
		+20 s.h.*	Masters	+15 s.h.**	+30 s.h.***		
0	1.000	1.040	1.070	1.110	1.130		
1	1.040	1.080	1.110	1.150	1.170		
2	1.100	1.140	1.180	1.220	1.240		
3	1.170	1.210	1.250	1.290	1.310		
4	1.240	1.280	1.330	1.370	1.390		
5	1.310	1.360	1.460	1.510	1.530		
6	1.390	1.440	1.550	1.600	1.620		
7	1.470	1.530	1.640	1.700	1.720		
8	1.560	1.620	1.740	1.800	1.820		
9	1.650	1.720	1.840	1.910	1.930		
10	1.686	1.756	1.950	2.020	2.050		
11	-----	-----	1.986	2.056	2.086		

All indexes refer to the currently established base salary.

*These courses shall be on the graduate level or apply toward permanent certification.

SCHEDULE A (continued)

5. Index (continued)

*These courses must be at the graduate level unless approved in advance by the Superintendent.

***Includes Specialist, M.S.W., and double Masters Degrees.

6. Those who complete the fifth (5th) year of teaching experience as credited in Warren during a school year shall be expected to make written request for adjustment. Such adjust, prorated, shall be added to the final check of the school year.
7. Teachers must present written evidence of qualification to benefit from salary allowances on advanced degree and extra hour schedules. Payment shall be made in a lump sum on a prorated basis at the end of the school year for any credits earned during that year providing an official transcript is received from the college authorities on or before June 1 indicating that the course work has been satisfactorily completed in accordance with college regulations. All credits must be in accordance with the standards established herein.
8. Teachers who work a part-time schedule shall receive a prorated annual salary and increment credit. Prorating of salaries will be based on the number of teaching periods or teaching days in relation to the full teaching load in the same assignment. Such teachers will also receive a prorated hospital and medical insurance contribution in accordance with the formula in insurance Article XIV, Section 3.
9. Payroll adjustments will be based upon the number of teacher working days in the school calendar.
10. The 1981-82 salary schedule shall be determined by increasing the 1980-81 Temporary Schedule A BA base by seven (7%) percent and then by eight (8%) percent bringing the new BA base to \$14,973. This calculation shall determine the Salary Schedule A (1981-82) which will be utilized to determine bi-weekly pays throughout the 1981-82 school year. The 1981-82 Schedule A retroactive pay will be paid by July 1, 1982.

The 1982-83 salary schedule shall be determined by increasing the 1981-82 BA base (\$14,973) by four (4%) percent bringing the new BA base to \$15,572. This calculation shall determine Temporary Salary Schedule A, 1982-83, which will be utilized to determine bi-weekly pays throughout the 1982-83 school year.

The Board shall, on July 15, 1983, pay each teacher employed during the 1982-83 school year a Cost-of-Living Adjustment in an amount equal to three (3%) percent of the dollar amount earned on the 1982-83 Temporary Salary Schedule A. This three (3%) percent will then be baked-in and become the new base for calculating the 1983-84 salary schedule.

SCHEDULE A (continued)

10. (continued)

The 1983-84 salary schedule shall be determined by increasing the 1982-83 Temporary Schedule A BA base by three (3%) percent and then by four (4%) percent to bring the new BA base to \$16,681. This calculation shall determine Temporary Salary Schedule A, 1983-84, which will be utilized to determine bi-weekly pays throughout the 1983-84 school year.

The Board shall, on July 15, 1984, pay each teacher employed during the 1983-84 school year a Cost-of-Living Adjustment in an amount equal to three (3%) percent of the dollar amount earned on the 1983-84 Temporary Salary Schedule A. This three (3%) percent will be baked-in and become the new base for calculating further salary schedules.

11. SCHEDULE A EFFECTIVE AUGUST 1981 THROUGH JUNE 1982

Experience	Bachelors	Bachelors +20 s.h.*	Masters	Masters +15 s.h.**	Masters** +30 s.h.***
0	\$14,973	\$15,572	\$16,021	\$16,620	\$16,919
1	15,572	16,171	16,620	17,219	17,518
2	16,470	17,069	17,668	18,267	18,567
3	17,518	18,117	18,716	19,315	19,615
4	18,567	19,165	19,914	20,513	20,812
5	19,615	20,363	21,861	22,609	22,909
6	20,812	21,561	23,208	23,957	24,256
7	22,010	22,909	24,556	25,454	25,754
8	23,358	24,256	26,053	26,951	27,251
9	24,705	25,754	27,550	28,598	28,898
10	25,244	26,293	29,197	30,245	30,695
11	-----	-----	29,736	30,784	31,234

TEMPORARY SCHEDULE A EFFECTIVE AUGUST 1982 THROUGH JUNE 1983

Experience	Bachelors	Bachelors +20 s.h.*	Masters	Masters +15 s.h.**	Masters** +30 s.h.***
0	\$15,572	\$16,195	\$16,662	\$17,285	\$17,596
1	16,195	16,818	17,285	17,908	18,219
2	17,129	17,752	18,375	18,998	19,309
3	18,219	18,842	19,465	20,088	20,399
4	19,309	19,932	20,711	21,334	21,645
5	20,399	21,178	22,735	23,514	23,825
6	21,645	22,424	24,137	24,915	25,227
7	22,891	23,825	25,538	26,472	26,784
8	24,292	25,227	27,095	28,030	28,341
9	25,694	26,784	28,652	29,743	30,054
10	26,254	27,344	30,365	31,455	31,923
11	-----	-----	30,926	32,016	32,483

TEMPORARY SCHEDULE A EFFECTIVE AUGUST 1983 THROUGH JUNE 1984

Experience	Bachelors	Bachelors +20 s.h.*	Masters	Masters +15 s.h.**	Masters** +30 s.h.***
0	\$16,681	\$17,348	\$17,849	\$18,516	\$18,850
1	17,348	18,015	18,516	19,183	19,517
2	18,349	19,016	19,684	20,351	20,684
3	19,517	20,184	20,851	21,518	21,852
4	20,684	21,352	22,186	22,853	23,187
5	21,852	22,686	24,354	25,188	25,522
6	23,187	24,021	25,856	26,690	27,023
7	24,521	25,522	27,357	28,358	28,691
8	26,022	27,023	29,025	30,026	30,359
9	27,524	28,691	30,693	31,861	32,194
10	28,124	29,292	32,528	33,696	34,196
11	-----	-----	33,128	34,296	34,797

*These courses shall be on the graduate level or apply toward permanent certification.

**These courses must be at the graduate level unless approved in advance by the Superintendent.

***Includes Specialist, M.S.W., and double Master Degrees.

In no case will the extension of experience factors extend any salary beyond the maximum for that schedule (except for Schedule A., 4., and Longevity).

12. Longevity

Teachers shall receive the following cumulative longevity payments for teaching experience as credited in Warren Consolidated School District:

1981-82

15 years - - - \$500
20 years - - - \$500
25 years - - - \$600

1982-84

15 years - - - \$550
20 years - - - \$550
25 years - - - \$650

13. Salary Schedule for Nurses

Salary schedules shall be constructed as follows:

Non-degree Nurses ----- 90% of teacher BA salary schedule

Degree Nurses ----- 100% of teacher BA salary schedule

SCHEDULE B COMPENSATION FOR CO-CURRICULAR ASSIGNMENTS

The Board will grant extra pay to those who are selected by the Superintendent of Schools and who agree to perform the following co-curricular assignments beyond the routine school day.

The appointment to a position is for one (1) school year only. The Board of Education shall not use its right to terminate or renew appointments in an arbitrary, capricious or discriminatory manner. Each year a person who desires an appointment must make application by April 30th of the year preceding the year he desires such an appointment. Positions on these schedules will be filled as needed during the school year at the discretion of the Board of Education.

	<u>Percentage of Schedule A Base</u>
1. <u>Athletics</u>	
Synchronized Swimming	3.924
Baseball, Head, H.S.	9.678
Baseball, Reserve, H.S.	7.979
Basketball, Head, H.S.	13.075
Basketball, Reserve, H.S.	10.410
Basketball, Grade 9	8.478
Basketball, Grades 7 & 8	7.262
Cheerleaders, H.S.	8.785
Cheerleaders, Jr. H.	6.149
Cross Country	7.262
Drill Team	3.924
Faculty Manager	17.629
Faculty Manager, Ass't.	9.678
Football, Head, H.S.	14.641
Football, Ass't., H.S.	11.743
Football, Grade 9	9.796
Football, Grades 7 & 8	8.346
Softball, H.S. (Girls)	9.678
Swimming, Head, H.S.	11.611
Swimming, Ass't., H.S.	9.678
Tennis, H.S.	9.195
Track, Head, H.S.	11.859
Track, Ass't., H.S.	9.444
Track, Head, Jr.H. (Co-ed)	7.745
Track, Ass't. Jr.H. (Co-ed)	6.530
Volleyball, H.S. (Girls)	12.100
Volleyball, Grade 9 (Girls)	8.478
Volleyball, Grades 7 & 8 (Girls)	7.262
Wrestling, Head, H.S. (Boys)	12.343
Wrestling, Ass't. H.S. (Boys)	10.410
Intramural, Jr. H.	6.295
Volleyball, Reserve, H.S.	9.680
2. <u>Scholastics</u>	
Building Head Driver Training	10.454
Debate	8.360
Debate, Reserve	6.281

(cont.) SCHEDULE B COMPENSATION FOR CO-CURRICULAR ASSIGNMENTS

2. Scholastics (continued)

Forensics	5.227
Play Director (no more than two)	5.227
Radio Director	5.227
Safety Patrol (1-15 rms.)	4.188
Safety Patrol (over 15 rms.)	5.227
School Paper, H.S.	5.227
Service Squad (1-15 rms.)	4.188
Service Squad (over 15 rms.)	5.227
Stage Crew Director	8.360
Stage Crew Assistant	5.227
Student Activities, H.S.	9.414
Student Activities, Jr.H.	7.321
Yearbook, H.S.	5.227

SCHEDULE B COMPENSATION FOR CO-CURRICULAR ASSIGNMENTS (continued)

Compensation for the above assignments will be calculated for the 1981-82 school year by multiplying the Schedule A Bachelor's degree base salary times the applicable percent for the assignment. For the 1982-83 and 1983-84 school years, the calculation will be made on the applicable Temporary Schedule A bachelor's degree base.

Commencing with the third year in an assignment, an individual will be paid at a rate calculated by multiplying the Temporary Schedule A bachelor's degree, Step 2 salary times the applicable percent for the assignment. Assignment is defined as the same general activity, e.g., basketball, reserve, varsity, junior high and senior high, or student activities, both junior high and senior high. The years of experience need not be consecutive.

SCHEDULE C

Any teacher who received payment under the provisions of Schedule C as provided in the 1970-71 Agreement shall continue to receive an amount equal to but no greater than the amount paid for said services or responsibilities during the 1970-71 school year, provided that said person or persons continue to be assigned to and perform the past duties of said job.

Teachers newly assigned or reassigned to Schedule C for the 1972-73 school year and/or thereafter shall receive the following flat rate in consideration of hours worked beyond the normal school day and special responsibility of the position.

1. Special Education Personnel

Acoustically Handicapped	\$300
Adjusted Studies	300
Aphasic	300
Diagnosticians	300
Homebound	300
Learning Development	300
Social Worker	300 + 1 week
Speech Therapists	300
Type A	300
Type B	300
Type C	300
Visually Handicapped	300

In order to be qualified for any special education differential, the employee must be certified in the areas for which he is employed.

2. Miscellaneous

A-V Specialists, Secondary	\$300
Consultants	1200 + 2 weeks
Counselors	300 + 1 week
Media, Elementary	300
Reading Clinician	300
Reading Specialist	300

SCHEDULE C (continued)

3. Special Needs

Teachers who have 80% or more special education students in any state approved vocational class shall be eligible for the special education differential regardless of their special education certification or lack thereof.

4. Coordinator of Nurses

5% of Salary Schedule for nurses.

SCHEDULE D

Hourly remuneration for extra duties as assigned:

	<u>1981-84</u>
1. Teachers of Driver Education and Substitute Rate	.079%*
2. Curriculum Workshops	.075%*
3. Adult and Summer School and Classroom Driver Education	.079%
4. Music	.075%*
a) Band Director, H.S.	
b) Band Director, Jr. H.	
c) Chorus, Jr. H.	
d) Central Maintenance	
e) Elementary Choir	
f) Elementary Instrumental	
g) Junior High Strings	
h) Secondary Orchestra	
i) Vocal Music, H.S.	

The hourly rates for the school year will be calculated by multiplying that year's Temporary Schedule A Bachelor's degree salary base by the applicable percent stated above.

*The resulting amount shall be rounded to the nearest \$.10.

SCHEDULE E BUILDING CHAIRMEN

This provision shall not be operative for the duration of this Agreement.

Senior High

Social Studies	\$729
Business Education	729

SCHEDULE E BUILDING CHAIRMEN (continued)

Senior High (continued)

Language Arts	\$729
Industrial Arts	729
Science	729
Mathematics	729
Physical Education	729
Foreign Languages	486
Homemaking	405
Art	405
Music	243

Junior High

Social Studies	\$567
English-Language Arts	567
Reading	567
Science	567
Mathematics	567
Vocational Education	567
Physical Education	567

Elementary

K-3	\$567
4-6	567

Release time shall be provided for Department Chairmen for use in the performance of their building responsibilities. Usage of the release time indicated above must be approved by the building principal.

Release time shall be provided for Department Chairmen for performance in system-wide meetings held during the normal school day.

Time for system-wide committees and related work after school shall be remunerated at the workshop rate.

Substitutes shall be provided Department Chairmen in paragraphs one and two above.

If after-school meetings are proposed, an agenda and beginning and ending times will be given well in advance and adhered to.

SCHEDULE F MILEAGE EXPENSE

Teachers required to drive personal automobiles in the course of their employment or otherwise using their automobiles in service to the District shall be reimbursed at the rate of .17¢ per mile for each mile traveled on school business.

SCHEDULE G SCHOOL CALENDAR 1982-83

Teacher Orientation	August 30	-	Monday
K-12 - $\frac{1}{2}$ Day (No P.M. Kdg.)	August 31	-	Tuesday
K-12 - Full Day (No A.M. Kdg.)	September 1	-	Wednesday
Labor Day - No School	September 3	-	Friday
Labor Day - No School	September 6	-	Monday
Thanksgiving Day - No School	November 25	-	Thursday
No School	November 26	-	Friday
Last Class Day - Christmas Vacation	December 17	-	Friday
Classes Resume	January 3	-	Monday
Winter Break - No School	February 25	-	Friday
Winter Break - No School	February 28	-	Monday
Good Friday - No School	April 1	-	Friday
Classes Resume	April 11	-	Monday
Memorial Day - No School	May 30	-	Monday
Last Pupil Day - Full Day	June 14	-	Tuesday
Last Day for Teachers	June 15	-	Wednesday

TOTAL PUPIL CLASS DAYS	183
TOTAL TEACHER DAYS	185

This calendar will provide for three (3) one-half ($\frac{1}{2}$) days of inservice to be held so that no more than 20% of the total district's students will be dismissed at one time.

PARENT-TEACHER CONFERENCES

Elementary: It is the responsibility of each teacher to arrange a conference with each parent during the week of parent-teacher conferences. Those that cannot be scheduled during the day set aside for this purpose shall be done in preparation time, after school afternoons, or evenings.

Kindergarten:	Three (3) half days per section per semester.
RR-6:	Three (3) half days per semester.
Junior High:	Parent-teacher conferences may be scheduled each semester. If such scheduling involves afternoon and evening time periods, release time for teachers will be provided.

SCHEDULE G SCHOOL CALENDAR 1983-84

Teacher Orientation	August 29	-	Monday
K-12 - $\frac{1}{2}$ Day (No P.M. Kdg.)	August 30	-	Tuesday
K-12 - Full Day (No A.M. Kdg.)	August 31	-	Wednesday
Labor Day - No School	September 2	-	Friday
Labor Day - No School	September 5	-	Monday
Thanksgiving Day - No School	November 24	-	Thursday
No School	November 25	-	Friday
Last Class Day - Christmas Vacation	December 21	-	Wednesday
Classes Resume	January 3	-	Tuesday
Winter Break - No School	February 24	-	Friday
Winter Break - No School	February 27	-	Monday
Good Friday - No School	April 20	-	Friday
Classes Resume	April 30	-	Monday
Memorial Day - No School	May 28	-	Monday
Last Pupil Day - Full Day	June 7	-	Thursday
Last Day for Teachers	June 8	-	Friday

TOTAL PUPIL CLASS DAYS	182
TOTAL TEACHER DAYS	184

This calendar will provide for three (3) one-half ($\frac{1}{2}$) days of inservice to be held so that no more than 20% of the total district's students will be dismissed at one time.

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RR-6:	Three (3) half days per semester.
Junior High:	Parent-teacher conferences may be scheduled each semester. If such scheduling involves afternoon and evening time periods, release time for teachers will be provided.

APPENDIX #1 - MEMORANDUM OF UNDERSTANDING

Each teacher not enrolled in health care (Blue Cross-Blue Shield or H.M.O.) will receive a \$75.00 monthly Board funded annuity, payable over twelve (12) months. However, before this Health Insurance Incentive Plan will become operational, enough teachers must cancel their health care enrollment to equal \$128,000.00 in annual premiums. If this amount is not achieved via cancellations by November 1, 1982, this plan is null and void and will be reintroduced effective September 1, 1983 except that the Board funded annuity and the annual premiums savings necessary to make the Plan operational at this time will be mutually agreed upon by the Education Association and the Board, based on the rates in effect on September 1, 1983. If the required amount is not achieved via cancellations by November 1, 1983, this Plan is null and void.

During the month of October of each year that this Plan is in effect, either side may notify the other side that they no longer wish to continue the Health Insurance Incentive Plan outlined above. If this happens the program will become null and void effective the following November 1st.

APPENDIX #2 -

For the year 1982-83, the Professional Staff Development Policy Board will be funded with the state grant monies carried from the 1981-82 year. For 1982-83, the Professional Staff Development Policy Board will function under the guidelines of the state law. The Professional Staff Development Policy Board will have six WEA members and five WCS administrators.

For conferences, the Professional Staff Development Policy Board will follow the procedure as outlined in Article XXIV, Section E of the 1981-84 Master Agreement between the Warren Education Association and the Warren Consolidated Schools with the following exception: that is, when the Professional Staff Development Policy Board votes on an appeal, one WEA member will remove himself/herself from the vote. The person removed from the vote will be the decision of the six WEA members.

Further, it is the intent of Article XXIV, Section E that the WCS Board of Education is committed to funding the Professional Staff Development Policy Board \$17,500.00 regardless of where the money is secured. In other words, if in the future, monies are received from the state for Professional Staff Development, the Board is only committed to adding funds to the state grant to equal \$17,500.00.

APPENDIX #3 -

A committee comprised of equal numbers of administrators and teachers will meet no later than October 1, 1982 to determine the appropriate parity between Schedule B positions and to establish compensation for those coaches involved in post season tournaments. The recommendations of this committee will be implemented retroactively to the beginning of the 1982-83 school year.

APPENDIX #4 -

It is mutually agreed between the two parties that in recognition of the fact that while working without a bargaining agreement, teachers received no pay increase and in recognition of the fact that the Board was able to earn interest on monies not paid in salary increases, the Board agrees to pay each teacher employed during the 1981-82 school year an amount equal to five (5%) percent of the dollar increase received by the teacher created by the eight (8%) percent wage increase.

Example: A teacher making \$25,000 would receive a dollar increase of \$2,000 ($\$25,000 \times .08$). The teacher would then receive \$100 in addition to the \$2,000 ($\$2,000 \times .05$).

The five (5%) percent is a one time only payment and will not become a part of the salary schedule for any future salary calculations.

I N D E X

<u>SUBJECT</u>	<u>PAGE</u>
Academic Freedom	37
Accumulation of Sick Days.....	29
Adult Education.....	43
After-School Assignments.....	22
Agency Shop.....	2
Association Business and Conference Time.....	32
Association Business on School Property.....	4
Association Representation Leaves.....	33
Appendix #1 Memorandum of Understanding	56
Appendix #2 Memorandum of Understanding	56
Appendix #3 Memorandum of Understanding	56
Appendix #4 Memorandum of Understanding	57
Application - Sabbatical Leave	36
Authorization of Payroll Deductions.....	28
Automobile Allowance.....	27
 Bargaining Unit.....	 1
Bereavement Days.....	29
Board Rights.....	3
Building Chairmen	52
Building Policy Committee.....	38
Business Equipment Use.....	5
 Calendar, 1982-83.....	 54
Calendar, 1983-84.....	55
Class Schedules	12
Class Size.....	22
Closing of Schools.....	28
COLA Payments.....	46
Compensable Leave.....	29
Compensation.....	24
Conference Time.....	32
Corporal Punishment.....	17
Curriculum and Materials.....	40
 Definition of Bargaining Unit.....	 1
Definition of Assignments	12
Definition of Responsibilities and Rights.....	4
Discharge and Demotion.....	9
Disciplinary Interviews and Reprimands	5
Discrimination	5
District Central Bank.....	30
District Mail Service.....	4
Driver Education.....	43
Dues Deduction.....	1
Duration of Agreement.....	43

SUBJECTPAGE

Effect of Agreement.....	3
Elementary Lunch Period.....	19
Elementary Preparation Time.....	19
Elementary Recess.....	19
Eligibility - Sabbatical Leave	36
Evaluation Procedure	10
Extra Curricular Postings	16
Extra Duty Remuneration	52
 Family Illness	29
 Grievance Procedure	7
Grievance Time Limits	7
Group Life Insurance	26
 Health Care Insurance	25
 Inclement Weather.....	28
Indemnification	3
Index (Salary)	45
Insurance.....	25
Insurance Enrollment Period	25
Interim Amendments	44
 Jury Duty	33
 Lay-Off and Recall Procedures	38
Leave Reinstatement	34
Leave Responsibility (Teacher)	33
Leave Termination	34
Leaves (Miscellaneous)	33
Longevity	48
Long-Term Disability	26
 Meetings	6
Method of Assignment and Transfer	12
Mileage Expense	53
Military Leave	35
Miscellaneous Leaves	33
 Non-Compensable Leave	33
No-Strike Clause	9
 Obligation to Meet and Confer and Other Procedures	6
 Payroll Procedures.....	27
Personal Business Days	31
Personal Illness	29
Posting of Notices	4
Posting of Openings	14
Preamble.....	1

SUBJECTPAGE

Procedures - Lay-Off and Recall	38
Professional Qualifications	35
Pupil Exclusion From Class	17
Recall From Lay-Off	39
Recognition	1
Record Day	6
Reinstatement From Leave	34
Released President	32
Retirement	12
Sabbatical Leave	36
Sabbatical Leave Application	36
Sabbatical Leave Committee	36
Salary Schedule - Teachers	45
Salary Schedule - Nurses	48
School Calendar, 1982-83	54
School Calendar, 1983-84	55
Schedule A	45
Schedule B	49
Schedule C	49
Schedule D	51
Schedule E	52
Schedule F	53
Schedule G	54
Schedules, Hours and Assignments	18
Secondary Lunch Period	20
Secondary Preparation Time	20
Seniority	16
Steering Committee	40
Student Discipline and Teacher Protection	17
Student Instruction Day	20
Student/Teacher Ratio	22
Substitutes	35
Successor Agreements	43
Summer School	43
Teacher Appearance	5
Teacher Facilities	42
Teacher Leaving Time	21
Teacher Obligation	5
Teacher Reporting Time	21
Temporary Vacancies	21
Term of Agreement	43
Termination of Leave	34
Transfer	13
Tuberculosis Test	5
Tuition Reimbursement	39

SUBJECTPAGE

Unrequested Transfer	15
Vocational Experience Credit	45
Witnesseth	1

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#830358

*This report is authorized by law 29 U.S.C. 2.
Your voluntary cooperation is needed to make
the results of this survey comprehensive,
accurate, and timely.*

Form Approved
O.M.B. No. 044-R0003

January 4, 1984.

Superintendent of Schools
Warren Consolidated Schools
29900 Lorraine
Warren, Michigan 48093

JAN 25 1984

RECEIVED
PERSONNEL
JAN 11 2 18 PM '84
WARREN CONSOLIDATED
SCHOOLS

Respondent:

We have in our file of collective bargaining agreements a copy of your agreement(s):

covering Warren Michigan
Consolidated School District Teachers with National Education Association.
The agreement we have on file expired August 1981.

Would you please send us a copy of your current agreement—with any supplements (e.g., employee-benefit plans) and wage schedules—negotiated to replace or to supplement the expired agreement. If your old agreement has been continued without change or if it is to remain in force until negotiations are concluded, a notation to this effect on this letter will be appreciated.

I should like to remind you that our agreement file is open for your use, except for material submitted with a restriction or public inspection. You may return this form and your agreement in the enclosed envelope which requires no postage.

Sincerely yours,

Janet L. Norwood

JANET L. NORWOOD
Commissioner

PLEASE RETURN THIS LETTER WITH
YOUR RESPONSE OR AGREEMENT(S).

If more than one agreement, use back of form for each document. (Please Print)

1. Approximate number of employees involved 1023
2. Number and location of establishments covered by agreement _____
3. Product, service, or type of business _____
4. If your agreement has been extended, indicate new expiration date _____

Your Name and Position

Area Code/Telephone Number

Address

City/State/ZIP Code